

Minutes

Town of Marlboro Select Board Meeting

Thursday, May 23, 2024 @ 6pm – Town Office & Via Zoom

BEGIN ZOOM RECORDING:

Attendees: Molly Welch – Chair; Jeff Skramstad – Vice-Chair; Kate Kirkwood – Member (via ZOOM); Nick Morgan – Town Admin/SB Assist; Rebecca Sevigny – Acting Treasurer; Andrew Richardson – Road Supervisor; Peggy Tiffany – Marlboro ACO; Fred Breunig, Bob Harnish, Al Wakefield – VT Declaration of Inclusion; Betsy & Michael Fabricant – Residents (via ZOOM).

Call to Order @ 6:00pm

Sign Guidelines of Conduct - Done

Regular Select Board Meeting Agenda

Identify Any Changes to Agenda: None

Scheduled Business (Note: Times are approximate):

Unscheduled Open Public Comment: None

Approval of Minutes from May 9, 2024 – Welch/Skramstad – Passed unanimously.

Signature of Pay Orders - Done

New Business

VT Declaration of Inclusion: At a previous meeting, the Select Board took signing the VT Declaration of Inclusion under advisement. Fred, Bob, & Al came to the meeting tonight to answer any final questions from the Board as the Board made their decision. The Board indicated to Fred, Bob, & Al, that they were supportive of the Declaration, but wanted to make sure the group was ok with the Board's stance that while in support, they could not approve of public demonstrations (Activities, Signs, Banners, etc.) on the Town Office and area premises as such displays would be inappropriate for the Town to "sponsor". After discussion, the Board made clear that this would not prevent the Board from advocating for Inclusion in the Town's actions and methods, now and moving forward, and saw Inclusion as an important aspect to Town actions, towards all of its residents, visitors, etc. The Board also committed to bringing up the Declaration in the upcoming Fall'24 public informational meetings and indicated that the group is strongly invited to attend. After indicating that the Group is always welcome to attend future Board meetings should there be any additional information the town should know about.

Motion: To have Marlboro sign & make the VT Declaration of Inclusion. (Skramstad/Welch–Passed unanimously).

DRB Personnel: Motion: To accept the resignation of John Nevins and the appointment of Eva Grimaldi from Alternate to full member – (Welch/Skramstad – Passed unanimously).

Animal Control Officer Duties Description: In order to be more efficient in their duties, the Marlboro ACO, Peggy Tiffany, asked the Select Board to draw up a list of duties for the ACO. Prior to the meeting, the Board asked Nick to draw up a list of duties, which he did with input from Peggy. The Board reviewed the list and made a couple of changes and made the following motion. **Motion: Adopt the presented (with changes by Board) Description of Marlboro ACO Duties (attached as an addendum). (Welch/Skramstad – Passed unanimously).** After adopting the list, the Board directed Nick to publish the list on the documents page of the Marlboro website.

Approval of Liquor Licenses: Motion to approve...

"Request to Cater" permits for **L & W Hospitality, Inc** (aka **the Nutmeg** in Wilmington, VT) who will be supplying alcohol at the Music Festival concerts on July 13, 20, 27 & August 3, 9, 10. **(Welch/Skramstad – Passed unanimously).**

Malt Beverage Serving Permit for Vermont Distillers at event on June 9 at 117 Adams Crossroad in benefit of Vermont Museum of Natural History, Inc. **(Welch/Skramstad – Passed unanimously).**

Outside Consumption Permit for Brattleboro Food Coop at Potash Hill (other supporting licenses already approved by the board). **(Welch/Skramstad – Passed unanimously).**

Renewals for BVO Hospitality LLC dba Colonel Williams Inn - 1st Class License; 3rd Class License; Outside Consumption Permit. **(Welch/Skramstad – Passed unanimously).**

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Motion to move to Executive Session at 6:34p – (Welch/Skramstad – Passed unanimously)

Return from Executive Session and return to regular order at 6:50p – (Welch/Skramstad – Passed unanimously)

Treasury Dept:

2024 Compensation for Delinquent Tax Collector – Tabled

Benefits for new Assistant Treasurer – The Board discussed approving the standard benefits (Health Care, Life Insurance, & Short-Term Disability) for Town Employees and passed the following motion: **Motion: Approve the standard benefit package of BCBS Health Care, Life Insurance and Short-Term Disability for the new Assistant Treasurer (Lynn Sheuermann).** (Skramstad/Welch – Passed unanimously).

General Update – Rebecca reported on several items: As normal (and approved on Town Ballot), the town opened a line of credit in lieu of tax revenue for the amount of \$850,000 which will be fully repaid once tax revenue is received in late Summer & Fall. Currently the town has pulled \$500,000 from the line and is all caught up on bills (etc.) including all funds due to cover school costs. Rebecca also reported that the “school district” refunded the town (due to a readjustment on their part) a total of \$63,000 which is being returned to the town’s general fund. Rebecca further noted that for futures, she is investigating the VT Bond Bank which provides very low interest loans/bonds to municipalities that could be used in the future saving the town interest costs. However, to take advantage of this service, the town would need to have a professional audit done to qualify. The Board indicated that Rebecca should proceed with researching this service. Finally, Rebecca noted that Andrea has been a big help lately (working approximately 5 hours/wk). The Board noted that they are good with this continuing and requested to be kept apprised of the situation and the costs.

Highway Department:

Road Parameters – Andrew came to the Board to continue discussions on the town’s roads in terms of how best to maintain those deemed class 4, especially during Winter and mostly concerning snow plowing, and the ability for the road equipment to adequately and safely navigate them. Andrew noted that part of the problem is that the funds provided by the State are insufficient and in turn put a burden on the town road maintenance budget. As part of the discussion, Molly presented an initial take on how best to review the town’s class 4 roads in order to ensure proper maintenance:

1. Roads with only a single full-time residence.
2. Roads with two or more full-time residences.
3. Roads that pose a problem (re: equipment getting stuck) should be fixed.
4. Roads that do not have adequate turnarounds should be improved.
5. Roads looking to be upgraded need to be assessed in terms of general road quality, adequate turnarounds, and at least two full-time residences.
6. Is the length of the road determinative?

The previous list was noted as a starting point of discussion and the Board noted that ongoing discussions over the next several meetings will be necessary to develop a solid plan and solicit information and input from the town’s residents. As part of the discussion, Andrew and the Board discussed developing a plan for major snow falls and potential flood situation, including enlisting local residents with equipment who can help the highway department (especially with heavy snows).

Andrew noted that he would check on the definitions and explanations for the differences between Class 4 Maintained & Class 4 Unmaintained roads and Nick noted that per Andrew’s request he would check with Vtrans & the WRC as to what the current status is off “Old Hogback Road” and the road leading to Sunset Road.

Announcement for FPF & Facebook – tabled until how upcoming meetings will be handled.

General Update – Briefly discussed how the highway department is/will be organized, including investigating establishing a foreman position to serve as a “second in command” to the Road Supervisor. The Board noted that they are in favor of the idea and look forward to working on how to develop and implement a plan.

Old Business

Town Administrator Report:

Local Hazard Mitigation Planning Grant – The RFP is completed for the planning grant and will be sent to the WRC and at least two other companies and posted on the VT Business Registry, which is in compliance with the Town’s purchasing policy. Hopefully, bids will be received by the beginning of July.

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Town Administrator Report (continued):

FEMA Update – FEMA application for the July Flood event is in final phases and should be approved shortly. Time frame for receiving the funds has not been provided yet.

Mold Remediation Project – The town has received two quotes and is awaiting the third quote, which should arrive shortly. Once received, the Board will review them and if need be, bring the company in to answer questions.

Adjourn @ 7:49pm (Welch/Skramstad – Passed unanimously)

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Marlboro Animal Control Officer Duties Description

The Animal Control Officer's (ACO) focus is to enforce the Town of Marlboro Dog Ordinance and to make sure dogs are properly licensed and not causing problems in the Town of Marlboro.

The Animal Control Officer has the following specific duties:

- Respond to complaints about dogs in alleged violation of the Dog Ordinance within the town of Marlboro.
- Apprehend and transport domestic dogs in a safe and humane manner to the designated pound.
- Investigate all animal complaints and nuisances relating to dogs and use problem-solving skills to assist in these situations and if necessary, report problem or vicious dogs (including animal bites) to the proper authorities.
- Maintain records and prepare reports of reported incidences.
- Communicate and coordinate with Town Clerk on violations and the result of any investigations and penalties as they apply to licensing procedures and work with Town Clerk annually for any unlicensed dogs.
- Develop and implement procedures where necessary with Selectboard oversight.
- Ongoing communication with animal owners, local vets, Town Clerk's Office, Town Administrator's Office, and local kennels.
- In a potentially dangerous situation (i.e., rabid dog or belligerent owner), work with the Sheriff's Office to ensure the safety of the ACO and the populace of Marlboro.
- When issue involves wildlife refer residents to the local Game Warden Kelly Price (802) 257-7101 or (802) 380-3723
- Provide recommendations and/or resources for other domestic animal issues.
- Is NOT responsible for trapping and transporting wild, feral, or stray animals, including cats.