

**Draft Minutes**  
**Town of Marlboro Select Board Meeting**  
**Thursday, October 10, 2024 @ 6pm – Town Office & Via Zoom**

**Attendees:** Molly Welch – SB Chair; Jeff Skramstad – SB Vice-Chair; Kate Kirkwood – Member (via Zoom); Nick Morgan – Town Admin/SB Assistant; Andrew Richardson – Road Supervisor; Mary Sargent – Zoning Admin; Gail Lefond – Acrisure (via Zoom); Steve Giard – School Bus Admin; John Marinelli – Resident.

**BEGIN ZOOM RECORDING:**  
**Call to Order @ 6:00pm**  
**Sign Guidelines of Conduct - Done**

**Regular Select Board Meeting Agenda**

Identify Any Changes to Agenda: None

**Scheduled Business:**

Unscheduled Open Public Comment: Steve Giard, the Marlboro School Bus Administrator, came before the Board to discuss housing the School Buses at the “triangle” of land the town owns at the intersection of Town Hill Road and Route 9. Steve noted that with the increased need of the Highway Department to house the new & increased number of road equipment under the cover of the existing buildings at the Highway Depot, the School Buses must find a new location. Steve reported that this has been moving forward for over a year, that Andrew has graciously agreed to allow the School Buses to remain at the depot for another year, but that this is really the last extension he can provide. The triangle of property would provide an excellent location as the proximity to Route 9 is beneficial, there is power able to be accessed, and that really all that is needed to be determined what form of cover can be provided. Several ideas were discussed including a barn-type structure (though the presence of ledge may make this difficult), or erecting a “hoop-type” structure, possibly secured to and erected on large cement construction blocks to provide height. The Board told Steve that the sense of the Board was to allow this use of this patch of town owned land, to which Steve thanked them for their willingness to allow this and would return with an exact proposal once the School Board had discussed the plans and come up with a final ask of the Board. With that the Board thanked Steve and moved on to the rest of the agenda.

Approval of Minutes from September 26, 2024 (Welch/Skramstad – Passed unanimously)  
Signature of Pay Orders - Done

Move to enter Executive Session @ 6:12p (Welch/Skramstad – Passed unanimously)

**EXECUTIVE SESSION**

Move to return to Regular Session @ 6:40p (Skramstad/Welch – Passed unanimously)

**New Business**

**Highway Department**

*Update on Underground Electrical on Cowpath 40* – Andrew advised that the underground electrical conduit planned for the top of Cowpath 40 has been installed and he will be reviewing the work shortly and discussing with GMP should there need to be any culvert replacement needed.

*Update Whitiker Farm Road* – (note: Kate Kirkwood has advised that on this issue she has recused herself on the decision process, and her comments on the topic are as a Marlboro resident only.)

Andrew advised that he is “status quo”, has not changed his position on what is needed, and will proceed as directed by the Select Board. Kate noted that the Association has its plan ready and that Thorin and Andrew have talked, and all is ready to go, pending approval. The one issue at present was the one brought up by Town Lawyer Bob Fisher, that there may need to be a survey conducted. Based on information gathered several years ago (2012 Select Board review) and brought forward recently, it appears that a survey may not be necessary, but a final word from Bob is needed. Kate mentioned that she spoke with his office and has not heard back in a few days. Nick advised he would reach out and get an answer.

*Update Whitiker Farm Road (continued) –*

The Board discussed the next steps, including the site visit and public hearing, and the restrictions and procedures outlined in the Town Highway Ordinance. The Board felt that it was necessary to get more information from the Town Clerk and the Town Lawyer in advance of the next meeting (10/24/24). Jeff noted that he would talk with the Town Clerk and Nick advised that he would get the Town Lawyer involved as quickly as possible. The Board noted that this would be taken up again at the 10/24/24 meeting.

*Mold situation at Town Garage –* Andrew advised that he and the crew would begin the washing and brushing of the walls in the garage shortly as the first step in preparation for Catamount’s remediation scheduled for the end of April 2025.

Update on Marlboro Website issues: Nick advised that the situation that caused the Town’s website to crash has been corrected and the website is back up, been updated, and is functioning well.

**Old Business**

Zoning Administration:

*Addressing the Status of the Zoning Administration –* Zoning Administrator, Mary Sargent, came to the Board to discuss the need for some immediate temporary help to work through the current backlog and a more long-term solution and need to restructure the Zoning Administration department. Mary introduced John Marinelli who she has been speaking with, to take on the temporary help role with the possibility of taking on a more permanent role once a delineation of duties is completed (see below). Mary noted, and the Board agreed, that the Zoning Administrator role has exploded over the past couple of years, and there is a real need for some temporary assistance to catch up. The Board proposed that John M put in 10 hours with Mary for a flat rate of \$150.00. John agreed to this, and the Board considered the following motion:

**Approve a 10-hour contract for a flat rate of \$150.00 with John Marinelli to assist Zoning Administrator over the next few weeks. (Skramstad/Welch – Passed unanimously).**

Next the Board considered Mary’s desire to reconfigure the Zoning Administrator position (with the possibility of splitting up the duties amongst two people) as the position has taken on extra duties, such as minute taking and meeting organization, for other town boards, committees, and commissions. The Board agreed that something needed to be done, but before they could act, they tasked Mary with providing a detailed breakdown of her duties and suggestions for which could be off-loaded to a second person. The Board requested that Mary have this ready for the next meeting on 10/24/24.

Town Administrator Report:

- Due to the upcoming holidays the Board moved the Thursday 11/28/24 meeting to 11/25/24 @ 6pm & moved the December meetings from 12/12/24 & 12/26/24 to 12/5/24 & 12/19/24 @ 6pm.
- Nick asked the Board if they wanted to set up a possible date in December for another “info” meeting if necessary. The Board directed him to reserve space but to not officially announce another “info” meeting date at this time.
- The Board set the date for the Statutory Informational Town Ballot meeting for 2/22/25 at the MCC (and ZOOM) starting at 2pm, Nick advised that he would reach out to school board to see if they wanted to have a joint meeting as was conducted last year.
- Nick reminded the Board of several upcoming meetings including a site visit at the garage with Coldflame regarding a new “air exchange system”, the upcoming meetings and site visits being held by the HMPUC committee on 10/12 – Trail Walk & 10/22 public hearing on management plan, a site visit by the Town Office Battery Wall installers on 10/22 (note: installers advised that there is about a 15 week lead time so installation will begin in late January, early February).
- Nick presented the Board with a speaker and microphone system to use at the town info meetings to improve the clarity of conversations both in the room and on ZOOM for approximately \$140.00. The Board advised Nick to proceed with this purchase after checking with the Treasurer.

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Town Administrator Report: (continued)

- The MERP Implementation Grant application has been submitted and the town will hear by the end of October the result of the application. Nick also advised the Board that there is only a two-day turnaround to accept the grant so there may be a need for a special meeting of the Board to accept the grant.
- Kate advised that the Lead Abatement project initial grant (\$1.1 million) has been approved and Kate will go into more detail at the next meeting.

**Motion to Adjourn @ 7:27p (Welch/Skramstad – Passed unanimously)**