

## **Draft Minutes**

### **Town of Marlboro Select Board Meeting**

**Thursday, November 14, 2024 @ 6pm – Town Office & Via Zoom**

**Attendees:** Molly Welch – SB Chair; Jeff Skramstad – SB Vice-Chair; Kate Kirkwood – Member; Nick Morgan – Town Admin/SB Assistant; Andrew Richardson – Road Supervisor; Forrest Holzapfel – Town Clerk; Rebecca Seigny – Treasurer; Lynn Scheuermann – Asst. Treasurer; Bill Hannigan, Genny Beemyn (ZOOM), Douglass Riggs (ZOOM), Lewis Freidman (ZOOM), Betsy Fabricant (ZOOM) (Church Hollow Association Members), Rachel Richardson - Residents.

### **BEGIN ZOOM RECORDING:**

**Call to Order @ 6:01pm**

**Sign Guidelines of Conduct - Done**

### **Regular Select Board Meeting Agenda**

Identify Any Changes to Agenda: None

**Scheduled Business** (*Note: Times are approximate -early arrival-15-20 minutes- is suggested*):

#### **Unscheduled Open Public Comment:**

*Kate Kirkwood* – Read the grant acceptance letter explaining the next steps of the process for implementing the Lead Abatement Program in the six municipalities that signed on as well as thanking the Town(s) for their participation and support.

*Rachel Richardson* – As a resident & taxpayer, Rachel came before the Board to express concerns about the current situation that has arisen within the town's staff and volunteered any help she could provide. Noting that she does not have all the "in's & out's", Rachel expressed concern that from the outside it seems that many of the issues currently being dealt with were a result of a lack of clear policies and procedures, and that there definitely appears to be a need for an evaluation and plan to create (or improve) procedures so everyone knows and understands their process and is not "stumbling" over the little things. Rachel also volunteered to help in any way she could in their process. Molly agreed that there was a need for the Board (and the Town in general) to review its procedures and that the Board was currently working towards revamping many of the Town's procedures and policies. Kate also noted that she agreed that more SOPs needed to be created and implemented, and she was glad that Rachel came to the meeting to express her thoughts and was happy to have her input this evening as well as moving forward. The discussion continued with others adding their thoughts on the need for better SOPs and policy and how to implement them. In respect to time, Molly advised that this section of the Open Public Comment come to an end and move on to the next speaker.

*Church Hollow Association (Bill Hannigan et al)* – Bill came to the Board to request a status update on the request for the Town to take over maintenance of the final stretch of Whittaker Farm Road, noting that there had not been any advisement by the Board to the Association. Jeff advised that as part of this process the Board is reviewing the Town's overall road ordinance, standards, and specifications partially in light of the Whittaker Farm request. Jeff also noted that while this is going on, specifically regarding Whittaker Farm Road, the Board will make the evaluation shortly whether the Board would approve the Town taking over the road, and provide this assurance to the Church Hollow Association, with the major caveat to the approval being that the approval would only go into effect if the section of Whittaker Farm Road was completely brought up to the standard dictated by the Town by the Association with no cost to the Town. Both Bill and Kate (who for the purpose of this discussion was acting as a resident and not a Select Board member) asked to clarify, and Jeff reiterated that the process would be 1) a decision by the Board to take over the road providing the road is brought up to standard (the decision will probably be made by late January or early February, 2025; 2) The road would be brought to standard by the Association; 3) once inspection was completed and the road was determined to meet or exceed town standard the town would in fact take over the road. Jeff added, should the Board decide taking over Whittaker Farm is not in the public good, no matter any improvements, then of course the issue of bringing the road up to standard would be moot. After some further clarifying comments, the Association thanked the Board for their efforts here and asked to be kept up date on any meetings or decisions.

**Marlboro Select Board Minutes – Thursday, 11/14/24 – Page Two**

Approval of Minutes from October 24, 2024 - Tabled

Approval of Minutes from October 26, 2024 Info Meeting #2 - Tabled

Signature of Pay Orders - Done

**New Business**

*Motion to move to Executive Session @ 6:25p (Welch/Skramstad – Passed unanimously)*

**Executive Session**

*Motion to return to regular order @ 7:47p (Welch/Skramstad – Passed unanimously)*

*There were no items arising out of the executive session that needed to be dealt with at this time.*

Driveway Permit – signed

Unemployment Claim Appeal – Nick advised that the UI claim for Leon Knapp had been approved by the State and the Town could appeal if desired (deadline 11/29/24). Nick noted the claim was for roughly \$6,800 and it would not impact the Town's 2025 UI rate and any impact on the 2026 rate would be very marginal as the Town is part of a large pool, and this award would really not have an impact.

**Motion to decline to appeal Leon Knapp UI approved claim (Welch/Kirkwood – Passed 2-Aye 1-abstention)**

Rescue Inc. Contract through 27/28 – Nick reported that he went to the Rescue Inc. Board Meeting to request an adjustment to the upcoming contract due to discrepancies in the 2020 and beyond census numbers. Rescue Inc. noted that they would consider the adjustment, but it would not be until their December meeting. Nick advised that he would stay on top of the situation. One way or another though the rate increase from the current contract is quite small, and the Board noted they would take up the contract in December (to meet the deadline for the contract to be signed).

Final Motion on Battery Wall to initiate Contract – Per previous discussions and general approval of proceeding with the GMP battery wall for the Town Office emergency power needs, Nick noted that he needed a final motion to proceed with getting contracts signed and the work started. **Motion to approve the town to initiate a contract with the Southern Vermont solar to install the battery walls (Skramstad/Kirkwood – Passed unanimously)**

Advisement of United State Social Security COLA increase (2.5%) – Nick advised the Board that the COLA for 2025 will be 2.5% and the Board decided to table further conversation on this and other pay issues to the 11/25/24 scheduled Select Board Meeting.

Discussion of General Topics – The Board discussed several items including their process for reviewing both the current Town Personnel Policy and the Town Road Ordinance/Standards policy. For the Personnel Policy the Board is splitting up the existing policy to review and note areas where more or less is needed, while Nick will also look for some other town's policies as guidelines as Marlboro's policy is old. For the Roads, Nick and Jeff will form a sub-group to start work on the standards pulling in people as needed (Nick noted that on checking with VLCT, this sub-group will conform to OML). They also reviewed the agenda for the upcoming Town Info Meeting (11/23/24), with Nick noting that he would have a draft warning for them to review by Wednesday and then review at the Info Meeting. There was also discussion that it was clear that the Town needs to create SOPs and policies for the different town departments to not only have clear delineation of duties but also provide a structure to work within. The Board also discussed the general structure of small municipal government and how things are supposed to function between the departments and the Board. Nick noted that he would reach out to the VLCT for information and send it along to the Board. Nick also brought up the LHMP planning, public hearing,

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General Discussion (continued) -

and advertising for it and asked Molly if she was good with the verbiage before Nick published everything. Molly acknowledged that it was fine, but did ask Nick to get the EMD Jay Sparks and make sure the LEMP was up to date. Nick also advised that there was a new rate letter from the WCSO which can be reviewed at the next meeting and that the Town had received a letter from the Vermont Conservancy outlining their current status. Finally, the Board discussed that it was important to not only have the Town's departments write up their own SOPs, but the Board needs to work out and write up how the departments interface with each other, i.e. what reports are needed, from whom and to whom. During this discussion it became evident that the Town's organizational structure was very byzantine, and the Board asked Nick to look into finding any organizational charts from any other similar Vermont towns. He took this action item and also noted that he would talk to Forrest about reaching out to other towns on his "listserve" to see what he might be able to find.

**Motion Adjourn @ 8:07p (Welch/Kirkwood – Passed unanimously)**

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