

Minutes

Town Of Marlboro Select Board Meeting

Thursday, January 9, 2025, 6:00pm

Attendees: Molly Welch – Chair; Jeff Skramstad – Vice Chair; Kate Kirkwood – Member; Andrew Richardson – Road Supervisor; Nick Morgan – Town Admin/SB Assistant; Forrest Holzapfel – Town Clerk; Evan Wyse – Asst Town Clerk/Delinquent Tax Collector/Lister; Rebecca Sevigny – Treasurer; Lynn Scheuermann – Asst Treasurer; Mary Sargent – Zoning Administrator; Isabel Bowman – Whetstone Watershed.

BEGIN ZOOM RECORDING:

Call to Order @ 6:00pm

Sign Guidelines of Conduct - Done

Regular Select Board Meeting Agenda

Identify Any Changes to Agenda: May be some adjustment to timings depending on arrival time of participants.

Scheduled Business:

Unscheduled Open Public Comment: None

Approval of Minutes from December 19, 2024 (**Welch/Kirkwood – Passes unanimously**)

Approval of Minutes from January 2, 2025, Special Meeting (**Welch/Skramstad – Passed unanimously**)

Signature of Pay Orders - Done

New Business

Information on Route 9/Whetstone Brook work: Town Clerk asked for the Select Board to be notified that the town had received notification of work on Route 9 and the neighboring sections of the Whetstone Brook. No action is required of the Board as all land (very, very small amount) noted as being in Marlboro, is all privately owned, and the Town was notified as a courtesy.

Whetstone Watershed Sign: Isabel Bowman of the Whetstone Watershed Conservation group came before the board to request permission to place a sign showing that this area is within the Whetstone Watershed and also to serve notification of the group's work to prevent invasive species and solicit input through a QR code that people could use to submit information on any invasive species they may have noticed. The sense of the Board was to allow this installation and to support the efforts of this group by putting them in contact with the town's Conservation Commission so the work could be coordinated. Nick noted that he would speak with the Town Clerk about possibly placing the sign within the green circle in the Town Office parking lot.

Town Personnel Policy Issues:

Overtime Pay – Having previously discussed this topic at previous meetings, the Board moved directly to a motion. **Motion: Overtime pay will be paid at 1.5 times an employee's regular pay rate for all hours, over 40 hours worked in a week, paid holiday time will not be considered hours worked when calculating overtime pay. (Welch/Kirkwood – Passed unanimously)**

Number of Hours worked per week (for hourly employees) to qualify for Paid Holidays – Having previously discussed this topic at previous meetings, the Board moved directly to a motion. **Motion: Hourly Marlboro Employees who work an average of 30+ hours per week will qualify for Paid Holidays. (Welch/Skramstad – Passed unanimously)**

General Discussion on Updating Personnel Policy – Molly presented extensive edits to the town's existing Personnel Policy. Molly noted that the current policy is badly organized, has repetitious sections, and can be much better organized for clarity's sake. There were discussions about several areas that need either wholesale change or at least clarification: including overtime, mileage reimbursement, creating a standard

Marlboro Select Board Minutes – January 9, 2025 – Page Two

New Business (continued)

Town Personnel Policy Issues: (continued)

General Discussion on Updating Personnel Policy (continued)

pay scale, how/when pay increases would be granted, set starting salaries, what qualifies someone for a jump in pay scale, how to handle family and/or medical leave (paid or unpaid), updating work environment components (current policy is somewhat outdated), and incorporating several areas that have recently been updated, such as paid holidays and retirement benefits. Molly noted that she has edited the document as a “google doc” and emailed to the rest of the board for their own edits and thoughts. The Board set a completion deadline for a finalized draft for 2/28/25.

Driveway Permit – Susan Grimaldi - The Board reviewed the requested driveway permit, noted that it had already be reviewed and signed off on by the Road Supervisor and proceeded to sign the permit and left it for Town Clerk to process in the following week.

Highway Department:

Handling Trash from Recycling Center Clean Up – Nick reported that this issue was resolved earlier in the week when Ty Gibbons mentioned the situation with disposing of trash collected during the clean up around the Recycling Center. As the dumpster at the garage is normally locked, rather than distributing more keys, Andrew advised Ty to simply place any bags that need to be thrown out in front of the office door and Andrew and the Road Crew would dispose of them.

Mileage Reimbursement – After a brief discussion and new information that the new standard for mileage reimbursement had been increased to \$0.70 (Federal/IRS/etc.), the Board decided to implement a mileage reimbursement for both the Highway Department and the other town employees for personal vehicle use on town business. **Motion: Reimburse use of personal vehicle(s) by Marlboro Employees for Marlboro related projects or Marlboro dictated travel (i.e. seminars, trainings, etc.) @ the rate of \$0.70 per mile. (Welch/Skramstad – Passed unanimously)**

Highway Department Radio Replacement – Andrew reported that the radios used by the Highway Department are badly in need of replacement, as repairs are expensive, and reliability would remain difficult. Along these lines he was able to find Kenwood Radio (excellent quality), costing ~\$11,000 for 11 new radios (fully installed where necessary). Noting that he decided to budget for 10 radios at \$10,000. On questioning from the Board, it was determined that the need was actually for 11 radios, and that he should go ahead and budget for the 11 radios for ~\$11,000. The ultimate rationale for this purchase was that it would not only facilitate better communication amongst the Highway Department but was also a safety issue.

Highway Department Capital Fund – Andrew and the Board discussed adding a \$50,000 line item to the Highway Department Budget to start a capital fund to ultimately be used for purchasing new equipment as the current equipment out lives its useful lifespan. Andrew felt that if such a line item was included over the next few years (at least), in 2027 when the need for a new Dump Truck would be highly important, the money would be waiting and the town would not have to use loans (accruing interest expense) to make the purchase. Also, while waiting the capital fund could be invested in CDs, etc. to earn interest instead of paying interest on a loan. The sense of the Board agreed with this plan and advised Andrew to put this in his budget and the Board would do a final review and approval.

Further Highway Department Budget Review – Andrew reviewed the “equipment account” budget, also describing how it functions and in so doing creates an account where equipment maintenance is accounted for and ready for use. Additionally, for the “equipment account” and the regular highway budget, there was a general “reategorizing” of the accounts for increased clarity and organization. Moving on from the “equipment account”, the Board reviewed with Andrew the budget by line item, noting where adjustments were already, or needed to be made (up or down). Several items of particular attention were the town’s

Marlboro Select Board Minutes – January 9, 2025 – Page Three

New Business (continued)

Highway Department: (continued)

Further Highway Department Budget Review (continued) -

PACIF insurance with VLCT – which budget – Town or Highway; stone and sand purchases; payroll & benefits & rehiring a fifth road crew member in the spring; clothing budgets; blacktop maintenance; speed tables; handling of the current outstanding loans; any expected upcoming training expenses (CDL, other); replacement tires, cutting edges, etc. Andrew also noted that for 2024 he came in under budget and will continue to strive to do the same in 2025.

Marlboro Elementary School:

Dan MacArthur came to the Board to discuss the creation of a new School Bus Depot, as there is a lack of space at the Highway Garage site, considering the Highway Department equipment and the need (for longevity's sake) to keep the equipment under cover when not in use. The discussion revolved around the need for the town to continue to put a portion of the expense into the town's budget as it has been in the past. Discussed creating a capital fund (\$10,000) for construction of a new Bus Depot (see motion below) and how this would work with reimbursement from the school district; and reviewing possible locations (pros & cons). Dan then reviewed the plan for the School Board to be included in the upcoming informational meeting on 1/11/25 and then again at the Statutory Meeting on 2/22/25. Dan also noted that the School Board would be including in their ballot this year another article to return to a public meeting on Town Meeting Day to consider **only** the School Ballot, not the town ballot process. This vote would not impact on the Town process in any way. Finally, a discussion on possible hosts for the Statutory Meeting in February.

Motion: Approve the creation of a \$10,000 capital fund for the construction of a new School Bus Depot at a site to be determined. (Welch/Skramstad – Passed unanimously)

Prep for 1/11/25 Info Meeting:

As there had been discussion on this at previous meetings, the Board just quickly discussed how to set up the “breakout” sessions for attendees to discuss budget items in smaller groups and bring those questions back to the Board at the end of the “breakouts”. Both Kate and Molly noted that they would bring markers, pens, and clipboards to help facilitate these sessions.

Old Business

Town Administrator Report:

New Plan for Communicating with All Town Officials on Select Board Meeting Activities – In addition to the minutes, there has been a request for some sort of brief summary of major items and motions from the meeting. Nick has volunteered to draft an email to all town officials, once the minutes have been completed with this information so everyone will have a shot and concise record of the meeting for their own files. Should they need more detailed information, the minutes are always available. Nick also advised that he (with help from Forrest) will be putting together an easily searchable EXCEL spreadsheet/database listing all “official” motions from Select Board meetings. Initially, the plan is to go back through 2022 forward to the present.

Cell Phones for town business for Andrew Richardson & Nick Morgan – Following up on previous discussion, the Board considered the following motion concerning Cell Phones for Town Business for Andrew and Nick. **Motion: Approve Town Related Use cell phones for Andrew & Nick, using Nick's ATT Family plan at approximate cost of \$60-\$70/month including phones & phone insurance for Andrew; as Nick will be billed on his account, he will submit ATT bills for these phones and be reimbursed.**

Old Business (continued)

Town Administrator Report:

Zoning Administration Assistance: The Board asked Zoning Admin, Mary Sargent, to discuss her department and where things stand, including the result of hiring John Marinelli to help out in November and December. Mary asked the Board if they would consider hiring Andrea again (on a 1099 basis) for a set number of hours to assist in getting the backlog of work done. Prior to considering this, the Board asked how John had/is doing. Mary noted that while he was excellent at doing minutes for the DRB (with checking), his main job has meant that he is doing a lot of remote work and most of what he has done revolved around documenting process and not taking on the backlog of permits, etc. The end result has not been great and should the DRB & possibly the Planning Commission may want him to continue to do the minutes, which is not the concern of the Select Board, and any payments would come through their budgets. After further discussion, it was determined that this was an issue that needs to be reviewed with the DRB & PC and the discussion returned to the actual Zoning Administrator Department. Mary requested that she be able to hire Andrea to assist her in moving much of the Zoning paperwork forward, noting that she had spoken with Andrea already and Andrea may be amenable to the idea. The Board discussed with Mary what she would need from Andrea, and it was determined that 20 hours between 1/13 thru 1/23/24 @ \$25/hour would be a good trial and could be reviewed at the 1/23/25 meeting. **Motion: Approve Andrea Howe for 20 hours through 1/23/25 @ \$25/hour (via 1099) to assist Zoning Administrator with “moving” paperwork. (Skramstad/Welch – Passed unanimously)**

The discussion continued regarding the DRB & the PC and their minutes and reporting, ending with a plan to reach out to both Boards to discuss how best to move forward.

Motion to move to Executive Session @ 7:55pm (Welch/Skramstad – Passed unanimously)

EXECUTIVE SESSION on personnel issues.

Motion to return to Regular Session @ 8:25pm (Welch/Skramstad – Passed unanimously)

Motion to Adjourn @ 8:26p (Welch/Kirkwood – Passed unanimously)