

## Minutes

### Town Of Marlboro Select Board Meeting Wednesday, February 27, 2025, 6:00pm

**Attendees:** Molly Welch – Chair; Jeff Skramstad – Vice Chair; Kate Kirkwood – Member; Andrew Richardson – Road Supervisor; Nick Morgan – Town Admin/SB Assistant; Jay Sparks – EMD; Keats Dieffenbach – EM Coordinator; Taiga Christie – VEM, Jean Boardman – Resident.

#### **BEGIN ZOOM RECORDING:**

**Call to Order @ 6:06pm**

**Sign Guidelines of Conduct - Done**

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

Identify Any Changes to Agenda: **First order of business: Adding agenda item per 1 V.S.A. § 312(d)(3)(A) (from Vermont.gov “Vermont Statutes online” - Any addition to or deletion from the agenda shall be made as the first act of business at the meeting.) Motion: Add Highway Department – Trucks discussion to the agenda following completion of discussion of the AAR. (Welch/Kirkwood – Passed Unanimously)**

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

Unscheduled Open Public Comment: None

Approval of Minutes from February 12, 2025 **(Welch/Skramstad – Passed unanimously)**

Signature of Pay Orders (will be completed on Friday)

Document Signatures & Approvals

- Approve & Sign Policy to conform with State Statute on Meeting Recordings - TABLED
- Liquor Licenses: Brattleboro Food Co-Op
  - **Motion to approve the following license(s) for the Brattleboro Coop at Potash Hill:**
    - First Class Liquor License \$115 **(Welch/Skramstad – Passed unanimously)**
    - Third Class Liquor License = only pay to State **(Skramstad/Welch – Passed unanimously)**
    - Outside Consumption Permit = only pay to State **(Skramstad/Welch – Passed unanimously)**

#### **New Business**

**Review of AAR with Emergency Management team (Jay & Keats) & Taiga Christie:**

Jay Sparks, Keats Dieffenbach (Marlboro’s Emergency Management Director & Coordinator), and Taiga Christie, the Town’s representative with Vermont Emergency Management, came to the Board to review the After-Action Report (AAR) generated from the Towns Emergency Management Tabletop Exercise in September of 2024.

Jay noted that the exercise went well, that the town personnel know what and where they need to be. Jay noted that an “incident commander” should be designated and suggested that it should be the Select Board Chair, with back up as necessary rotating between the SB Chair, Vice-Chair, Member, Fire Chief, and so on, so that not one person gets overwhelmed. He further advised that he, as the EMD (with Keats), would be the liaison between the town and Vermont’s emergency apparatus. The meeting continued to review the AAR with Taiga highlighting areas where the Town needs to pay particular attention. Jay also suggested that the Select Board retake the online “402” emergency management training (about a 4 hour in person session) each year, as the Select Board is (re) elected each year.

Jay made it clear that the incident commander and others need to be very aware of getting appropriate rest to maintain high efficiency and that this also applies to first responders and the road crew, who need to get an appropriate amount of rest. To that end, Molly noted that the town was looking into adding onto the garage a “bunk” room for the member to take breaks and get sleep. Time was also spent on discussing communication should cell towers stop working for whatever reason with Jay noting that he would look into a system similar to the old “Nextel-type” phone that acts more like an immediate connect radio system, with better connectivity than actual radios. Nick also suggested looking into the “Starlink” cellular phone connectivity.

The discussion and review continued with particular attention paid to how, when, and who would designate the

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### New Business (continued)

Review of AAR with Emergency Management team (Jay & Keats) & Taiga Christie: (continued)  
town's EOC (emergency operations center – the town office) would be “opened” in the event of an emergency (either anticipated or occurring), and how and by whom it would be staffed (“volunteer management”). Taiga noted the VEM could assist in this and that she would send along VEM's template for generating these plans. It was further discussed that Keats would be the “boots on the ground” in Marlboro and coordinating between the town and Jay, if need be, while also helping to coordinate with the town's first responders (and the highway department when necessary).

During the discussion, communication was evident to be a (if not the) main concern, not only between the responders to the emergency, but also with those residents who may be of need or vulnerable. Jay noted that the VT Alert system was very important, and the E911 service, during emergencies does allow for information on at risk individuals to be accessed by the EMD, information that is otherwise held very private by the E911 system. The group discussed moving forward with working on designating the MES building as the town's “emergency shelter”; authorizing a set amount for the Treasurer (or other designated town officer) to expend in emergency funds without gaining Select Board approval; and then reviewed the “observers” suggested actions that need to be taken and are laid out in a grid format at the end of the AAR.

The group highlighted some primary “action items” the board and the group committed to following through on:

- Continue to advocate residents to enroll in the Vt Alert program.
- Review and fill out the recommendation grid provided in the AAR.
- Jay will move forward with researching communication equipment.
- Create and advocate residents adopt emergency plans for residents
- Determine non-resident housing (rentals, Airbnb's, etc.) in town and develop an emergency checklist that is provided to each and every one of their renters, tenants, etc.
- Set up 402 Emergency Training with VEM, possibly inviting other neighboring towns to join in and have the training move between towns on a yearly basis.
- Work with Taiga to create a Volunteer Management Plan for the town.
- Reach out to neighboring towns (similar in size) for how they are handling emergency planning and investigating joining together to increase efficiency.

### Highway Department – New Mandates on Electric Vehicles:

Road Supervisor, Andrew Richardson, came to the Board to advise them of a new policy by Vermont adopting California's standards and work to move from diesel to electric road vehicles over time. In 2026, 1 out of every 10 “road” trucks sold must be electric, if not then they can not sell a “diesel” truck. In order to not be adversely impacted by this regulation, the town would have to start moving on purchasing a new truck, which entails ordering the component parts of the truck by the summer of 2025. Not doing this could lead to the town not being able to replace the existing trucks. Andrew noted that while electric trucks would be highly inefficient for Marlboro, potentially only getting roughly 36 miles per charge (mileage that would not even complete a truck's planned route). Andrew noted that while cash is tight right now, the town could place an order that is completely concealable now, to get into the queue (a 90 day process for the cab & chassis & about two years for the complete build), so that the town and its fleet can be protected.

Andrew and the Board discussed other possible options including: reconstruction of one of the existing trucks (cheaper than purchasing a new truck); that due to the current federal administration, this may not even happen; and reaching out to other towns to see how they are handling the situation. Andrew asked the Board for approval to start the “no strings attached” ordering process, thereby moving up his planned truck replacement schedule; and he would advise the Board how long the “refurbishment” process would take and at what cost. The sense of the Board was to have Andrew proceed with his research on both purchase and refurbishment and return to the Board at the 3/27/25 meeting.

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### **New Business** (continued)

Review of 2/22/25 info meeting: The Board had nothing to say or review at this time.

### **Old Business**

Report on Personnel Policy rewrite:

Molly advised the Board that she had completed her rewrite of the town's personnel policy and would be handing it off to Nick to format and add the components he has been working on. Once completed the policy will be reviewed by the Board and discussed at a meeting (allowing for participation by residents), prior to adoption by the Board.

Town Administrator Report:

*D2R2 Recreational Bike Race (Franklin Land Trust) – Saturday, August 23, 2025:* Nick advised that he has received a request by the Franklin Land Trust to hold their D2R2 bike race in August. Nick asked if the Board had any objection to the race, noting that this has been a long running event and they are very good about cleaning up and not causing any problems. The sense of the Board is that there are no objections to this race.

*HRA Debit Cards are arriving:* Nick reported that the HRA debit cards have arrived and all should be well with the new Health Insurance program.

*Contacted Catamount re: Mold:* Nick reported that he had reached out to Catamount regarding the work planned for the mold remediation at the garage and put Andrew in contact with them to work out the details.

**Motion: Fining that premature knowledge of the topic that we need to discuss now would be deleterious to the public & town the Select Board deems it necessary to hold an Executive Session. (Skramstad/Kirkwood – Passed unanimously)**

**Motion: That we move into executive session to discuss personnel issues according to Vermont Statute 1 V.S.A. § 313(a)(1)(a) @ 7:38pm (Skramstad/Kirkwood – Passed unanimously)**

Executive Session –

- Any actions resulting from executive session – None.

**Motion to return to regular session at 8:07pm (Skramstad/Kirkwood – Passed unanimously)**

**Motion to Adjourn @ 8:08p (Welch/Skramstad – Passed unanimously)**