

Draft Minutes

Town Of Marlboro Select Board Meeting

Thursday, March 27, 2025, 6:00pm

Attendees: Molly Welch – Chair; Jeff Skramstad – Vice Chair (ZOOM); Kate Kirkwood – Member (ZOOM); Nick Morgan – Town Admin/SB Assistant; Andrew Richardson – Road Supervisor; Forrest Holzapfel – Town Clerk; Evan Wyse – Lister/Asst Town Clerk; Laurel Copeland (ZOOM), Nancy Anderson – HMCA; Marcia Hamilton – Resident.

BEGIN ZOOM RECORDING:

Call to Order @ 6:02pm

Sign Guidelines of Conduct – Done (As Kirkwood & Skramstad were on ZOOM they verbally acknowledged the guidelines.)

Regular Select Board Meeting Agenda

Identify Any Changes to 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 discussion and decision on term of CDs Treasurer will be using to “bank” unexpended town funds to Town Administrator’s Report. (Welch/Kirkwood – Passed unanimously)**

Scheduled Business:

Unscheduled Open Public Comment: Marcia Hamilton came to the Board to advise that on May 14, 2025, from approximately 10a – 4p, there will be a burial (at King Cemetery) and memorial service for her father who passed recently. Marcia noted that she has spoken with the WCSO to assist with traffic control both around the cemetery and the Marlboro Town Center as she expects a significantly large turnout to honor her father. Initial discussions with the Sheriff’s department have involved the closing of one lane of South Road with Deputies assisting with Traffic control. Marcia and the Board also discussed the possibilities of setting up transit from the cemetery to the service for those unable to walk or use other forms of transport (bicycles, carpooling, walking, etc.). Molly advised she would ask Constable Clarence Boston to assist as well, while also speaking with the Marlboro Alliance and Marlboro Cares to see how they may be able to help. The Board expressed their support and committed to do whatever they could to assist.

Approval of Minutes from March 13, 2025 **(Welch/Skramstad – Passed unanimously)**

Signature of Pay Orders – **Welch signed. Skramstad & Kirkwood noted they would sign on their return.**

Document Signatures & Approvals (*note: due to having time with Laurel Copeland of the HMCA – the HMCA discussion was moved up and this section was handled after the HMCA discussion.*)

- The Board followed up on and **approved** the terms of service for the DRB & Planning Commission members as follows:
 - DRB – Steven John & Brent Seabrook – 1 year; Jean Boardman & Gail MacArthur – 2 years; Eva Grimaldi – 3 years **(Welch/Skramstad – Passed unanimously)**
 - Planning Commission – Will Shakespeare – 4 years; Donald Sherefkin & Tim Segar – 1 year (or until revision of sub-division modification to Zoning Regs if longer than 1 year); Patti Smith & Jennifer Girouard – 1 year **(Welch/Skramstad – Passed unanimously)**
- Letter of Support for DV Fiber BEAD grant – Welch read the letter of support presented by Steven John for Board approval. **Motion to approve the submitted DV Fiber LOS for the BEAD grant. (Welch/Skramstad – Passed unanimously)**
- Vermont Distillers Liquor License Renewals
 - Outside Consumption Permit – **Motion to approve (Welch/Skramstad – Passed unanimously)**
 - First Class Liquor License (town got \$115 fee already) – **Motion to approve (Welch/Skramstad – Passed unanimously)**
 - Third Class Liquor License – **Motion to approve (Welch/Skramstad – Passed unanimously)**

New Business

HMCA Report to the Select Board:

Laurel Copeland and Nancy Anderson of the HMCA came before the Board to provide the yearly report to the Select Board of the HMCA's activities and status of the endowment for the Hogback property. It was noted that there has been some "laxity" in presenting this report, but the process at the HMCA has been improved and many reports were provided to the Board for their review in advance of this Board Meeting and the Board noted that they appreciated these reports and found them comprehensive. As the topic of the "First Aid Building" was brought up, Nick reported that he had spoken with Mike Purcell and that the process of requesting and receiving quotes was moving forward and expected a finalization of the bids and a plan to move forward should be completed shortly, hopefully by the end of summer or fall. There were some questions as to whether the foundation would need to be removed as well, the answer to this was unknown at this time, but Nick noted that he would continue to work with Mike to get full details.

The Board and the HMCA representatives briefly discussed the National Grid Tower contract, confirming that \$1,000 of the yearly amount is being set aside for the on-going maintenance of the access trail, and that these funds will continue to be an actual line item in the town's budget, which the Board also confirmed. And reviewed the term of the contract, noting that a full renegotiation is set for 10 years from the date of the last contract (8 years remaining).

The discussion then moved to a review of the status of the endowment fund, with the HMCA noting that the fund is being handled by the VCF which has been investing the money actively since 2022, with very good results, while the HMCA has also been fund raising and adding to the endowment as well, resulting in an overall increase in the amount in the endowment. Laurel noted that the HMCA's finance committee recently met in January and is drafting a "finance advisory committee charter" and expressed confidence in their process of handling the finances moving forward.

The discussion continued with an acknowledgement of the work done by HMPUC on the management plan, specifically praising Diana Todd for her work. There was also a discussion of the creating of the Facility Use Agreements and the process for review of such going through the HMCA, then the HPC, and finally to the Select Board for ultimate approval. Nick noted that the process worked extremely well with the recent BBQ held by the Stump Jumpers Snow Mobile Club. Nancy noted that there were currently three permit applications in the process and is optimistic that everything will work as planned. The Select Board noted that if there was a time crunch that needed fast action by the Board, a quick "special" meeting could always be called to review the request and decide on the permit.

A final topic of what time of year would be best for these yearly reviews, and due to the Election Info Meetings and the Elections itself, it was determined that late March or early April would be the best time, which all parties agreed would work best.

In preparation for the future discussion of the elections later in the meeting, Molly asked Nancy her thoughts on the SB info meetings, and Nancy said that she felt they were very good and important and would like to see them continue and also provided some thoughts on possible improvements.

Update on status of First Aid Building demolition: This was discussed during the discussion with the HMCA (see above).

Reschedule Upper Houghton Road Site Visit and Public Hearing:

Nick reported that due to various reasons the notification date to hold the site visit and public hearing for the decommissioning of Upper Houghton Road on April 24, 2025, was missed, so the date for these needs to be reset. In order to do so, the date needs to be officially rescinded: **Motion to rescind the 4/24/25 date for site visit & public hearing. (Welch/Skramstad – Passed unanimously)**

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New Business (continued)

Reschedule Upper Houghton Road Site Visit and Public Hearing: (continued)

Nick reported that he had been in touch with the principles and was advised that May 22, 2025, would be good for the site visit and public hearing, with the hearing being part of a regular Select Board Meeting.

Motion to reschedule the site visit and public hearing for the decommissioning of Upper Houghton Road for Thursday, May 22, 2025. (Welch/Skramstad – Passed unanimously)

Pending the arrival of Road Supervisor, the Board considered an item from the Town Administrator report concerning nature of CDs to bank town funds pending distribution.

What term CDs should the Treasurer use?

Nick advised the Board that the Treasurer was looking for direction on what term CDs she should use to “park” funds until they are needed. Details: 3-month CD – 3.58%; 6-month CD – 3.58%; 12 month – 3.39%. While the 12-month CD has a slightly lower rate (19 basis points), the benefit of locking in a rate at this time has a lot of appeal. **Motion to advise the Treasurer to go with the 12-month CD for the town’s funds. (Welch/Skramstad – Passed unanimously)**

Battery Back-up Wall Installation – Nick reported that the Battery Back-up Wall to ensure power for the town office during power outages has been installed and over the next week will be working with installers to install and learn how to use the monitoring software.

Highway Department:

Diesel/Electric truck discussion – Road Supervisor Andrew Richardson came to the Board to report on his research on the EV vs. Diesel truck issue in Vermont and how it is impacting the town’s truck replacement and reconditioning plan. He reported that a new diesel truck will have a total cost of ~\$293,779 +/- through a “single-source” vendor in MASS, which means there will be some government discounts the town will be eligible for. This quote is in line with other manufacturers and Andrew advised that an EV would be approximately \$80-\$100,000, which is why he is moving forward with this diesel truck purchase process in order to be assured of top operational equipment. The process entails ordering the Cab and Chassis and over the next two years building out the truck to his specifications. At that time, he reported he will have ~\$150,000 in his capital account and as many if not all of the current loans will be completed or close to completion, the town will be able to borrow the remaining funds without a huge impact, especially if the Municipal Equipment Loan Program is used which have a very low interest rate.

Andrew noted that while decisions could be made sooner; in order to reserve the Truck and ensure its buildout, a “Final-Final” decision should be made by July 2025. The Board noted this date and noted that more discussions would be held at the next, 4/10/25, meeting.

As purchasing more trucks (especially if they are mandated to be EVs), would be cost prohibitive, Andrew advised that he is researching and sourcing “reconditioning” the town’s existing trucks which can be done at half the cost of a new truck. His long-term plan is to purchase one new truck and recondition three others and keep the replaced truck for parts.

No firm decision or approvals were made at the meeting, as noted above, it was agreed to follow-up at the next meeting on 4/10/25 to move this process forward after discussions with all parties, including the Treasurer. The Board also asked Nick to schedule and put on the agenda for the 5/8/25 meeting with an update from Andrew on the Truck issue.

General Update - Andrew also advised that his crew was moving to their 10-hour per day/4 days per week schedule starting on Monday, 3/31/25. With top priority being Adams Brook Road.

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New Business (continued)

Election Postmortem:

General Discussion - Forrest reported that the functional aspects of the election went off without a hitch and ran smoothly. He noted that he felt that the “info” meetings are a very important component of the process and should continue, though maybe cut back a bit in terms of number of meetings. The Board concurred and noted they would be discussing this next.

Election Info Meetings (including Statutory Info Meeting) – A discussion on the “info” meetings followed with several items brought up to consider for next “election season”.

Cut down SB “info” meetings from four to three. (not including the statutory meeting)

Structure meetings as follows:

- October '25 – Prior to meeting, solicit input on possible articles from residents with the purpose of discussing them (and any others they may come up at the meeting) and determining their worth to be included on the Warning and the process (petition) to do so; SB and other town officers and commissions can present their ideas for articles to residents to gauge interest.
- Early December '25 – With the exception of actual town budget articles, have competed Warning for review by residents to add their comments, make changes, advance new ideas, etc.
- Early January '26 – Full discussion of Town and Highway Budget (and MVFC requests) in prep for final publishing of the Warning and creating of the Ballot.
- February '26 – Statutory Info Meeting to review Entire Town Warning.
- Molly wants to include a pizza break in the meetings to keep people’s energy up and break up the meeting somewhat.

It was the general sense of the group that this was a good plan and Nick also volunteered to “work up” a “google-type survey” that the SB could publicize to solicit input from residents in advance of these meetings.

Listers & Grand Lists:

Forrest noted that the Listers were initiating the Spring inspections and are planning for a total review of all properties in 2026.

Forrest presented the Board with the Grand Lists for 2022, 2023, & 2024 for “close-out”. As Molly was the only Board Member present (not attending via ZOOM), she signed the Close-Out documents and Forrest advised the other Board members to stop by the office on their return to add their signatures.

Old Business

Town Administrator Report:

WSWMD – Food Waste Recycle Pilor Program Grant – Alex Lacy from WSWMD came to the Board to review a pilot program that the WSWMD is looking for a participant. The pilot is for Food Waste Recycling/Composting. The WSWMD has received funding for the program through September 2025 so that a participant can do it for several months at no cost. The program provides secure totes where participants (or sign up) are able to deposit their food waste that WSWMD will then pick up and compost it properly. The Board indicated that Marlboro was not interested as a location was difficult and frankly did not want to get involved with a program, that when the special funding runs out in September, would add to Marlboro’s already costly recycling program.

However, Nick suggested that the WSWMD may want to reach out to the school who could use the Bus Turnaround where the recycling used to be and use the program as an educational opportunity while also providing residents with this composting option. Alex liked the idea, and Nick took the action to put her in contact with the School Board (Dan MacArthur) to investigate this option.

Executive Session: 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. & Motion: That we move into executive session to discuss personnel issues according to Vermont Statute 1 V.S.A. § 313(a)(1)(a) (Welch/Skramstad – Passed unanimously)

Motion to Enter Executive Session @ 7:35p (Welch/Kirkwood – Passed unanimously)

Motion to Return to Regular Session @ 7:52p (Welch/Kirkwood – Passed unanimously)

Motion to Adjourn @ 7:53p (Welch/Kirkwood – Passed unanimously)