

DRAFT
Strafford Selectboard Meeting Minutes
Thursday, October 24, 2024, 6:00pm at Town Office
227 Justin Morrill Hwy, Strafford, 05072

Board Members in attendance: Toni Pippy, Jeff Solsaa, Mary Linehan, Andrew Duncklee, Kelly Harman (on zoom)

Also present: Lisa Bragg. On zoom: Betty-Jo Duncklee, John Freitag, Kevin Gish, Benjamin Guest, Tim Utt

Meeting called to order at 6:00 pm.

Chair modified the agenda to include Tim Utt at 7:15 pm

- 1) Public Concerns – none
- 2) Highway
 - a) Roads and equipment. A new temporary bridge has been put in place on Ward Road. New culverts were put in and roads were graded on Downer Forest Road.
 - b) Proposals for culverts and bridge work on Kibling Hill and Brook Road were opened. Northwoods provided 3 options: Option 1 \$185,438; Option 2 \$144,625; Option 3 \$289,533. Blue Mountain: \$100,775 (Option 2). Jeffrey Baillargeon: \$129,900 (Option 2). Solsaa will review the proposals.
 - c) Sidewalk clearing machine. Cost information was obtained for a replacement tractor for sidewalk snow removal. All quotes were very high. Road Foreman will continue to investigate cheaper options.
 - d) Ellen Langtree requested a safety mirror at the bottom of Carpenter Hill. State of Vermont AOT states that “mirrors are not allowed to be installed within the state highway right of way.” Chris Bump confirmed that mirrors... “are not allowed in the state highway right of way. If a mirror was installed by the town, the town would be liable if there was an accident and it was shown that the mirror was broken, dirty or covered with snow.”
- 3) Approve the minutes of the 10/10/24 Regular meeting. Minutes not approved and will be edited and returned for approval.
- 4) Winter Parking Ban Ordinance Selectboard Approval, Notifies Public. Solsaa made motion to adopt the ordinance. Pippy seconded. All approved.
- 5) Amendments to Dog Ordinance Selectboard Approval, Notifies Public. Linehan made the motion to adopt Town of Strafford Dog Ordinance. Solsaa seconded. All approved.
- 6) Ashley Community Forest Board, forest management project, Timber Sale Agreement. Kevin Gish presented the contract for timber sale. Noted that it is in compliance with the Ashley Forest Agreement. Expects the work to be done in December. Confirmed that the work will be done at a time when the trucking will not damage the roads. Rough estimated net value of timber is \$3,000-7,000. Linehan made a motion to approve the contract. Pippy seconded, all approved. Contract signed by Chair.

- 7) Reappraisal Request for Proposal Complete Reappraisal. Tim Denny presented an RFP for a Complete Reappraisal, noting that this is a standard RFP, tailored to the town's needs. Law passed this year has mandated that reappraisal should be done every 6 years if not sooner. Discussion of specific questions, Tim Denny will finalize the RFP and work with Town Clerk to finalize in compliance with procurement policy. Solsaa made the motion to approve RFP with agreed edits. Duncklee seconded, all approved. Denny must submit to Property Valuation and Review (PVR) a progress statement document by Nov 15.
- 8) Town Office renovation update. Tim Utt has prepared design for Town Office renovations. Utt spoke with James Alvey, National Park Service, who manages the grant for historic preservation. Alvey confirmed that we can use the grant funds for the proposed renovations, and left over funds can be used for ADA compliance (toilet, lift, etc.), pay for engineering fees, and other costs. Alvey noted that a very detailed budget will be required so that he can confirm the grant can be used for proposed modifications and would like the application submitted by the end of the year. Utt is willing to work with contractors and prepare a work plan for implementation.
- 9) Update on Selectboard Assistant/Grant Coordinator job description. Duncklee presented a revised job description. Brief discussion about outstanding considerations which will be finalized during the budget process.
- 10) 2025 Budget Process a work in progress. Chair reported the budget is a work on progress. Budget requests from committees and boards are coming in, still gathering information.
- 11) Meeting date changes during the holiday seasons. Selectboard meetings will be November 14 and 21 and December 12 and 19.
- 12) Liaison Updates.
 - Pippy will attend recycling meeting in Lebanon
 - Linehan prepared letter appointing June Solsaa.
 - Fire department is holding a meeting Nov 7 to discuss future plans and needs
 - Town Clerk is managing election preparations.
- 13) Acknowledgement of Correspondence – 5 minutes:
 - a) Harry Falconer, Shared Energy Coordinator, Re: SEC Quarterly Report FY25 Q1 – Town of Strafford
 - b) Tiana Epps-Johnson, Exec Director, Center for Tech and Civic Life, RE: \$5,000 grant awarded to Strafford Town Clerk's Office,
 - c) Ellen Langtree; Public concern/Dangerous Intersection needs round safety mirror

Meeting adjourned at 7:58 pm.

Respectfully submitted,

Mary Linehan
Recording Clerk