

Selectboard Meeting Minutes
April 24, 2025
Town Office, 227 Justin Morrill Highway, Strafford, 05072

Selectboard Participants in Person: Jeff Solsaa, Mary Linehan, Toni Pippy
Participants in Person: Chris Behr, Brian Kovalick, John Freitag
Participants via Zoom: Meredith Kendall, Judie Englander

Meeting called to order at 6:00 pm.

The Chair clarified that public comments will be taken after each agenda item and comments should be related to the agenda item. This is consistent with open meeting regulations (Act 133) and guidance from the State and is intended to improve meeting efficiency and timeliness.

- 1) Highway – 20 minutes
 - a) Vacancies. A candidate has identified, interviews and recommendations have been checked, and candidate will be contacted for further negotiations.
 - b) Equipment and Roads update. Coming to the end of mud season, and roads are in good shape, equipment is in good condition. Foreman expects to take down the road postings next week.
 - c) Proposal for Brook Road ditching. Northwoods is ready to get started next week. Proposed cost is \$21,335. Solsaa made a motion to accept the proposal. Pippy seconded, all in favor.
 - d) Agreement Strafford Town Garage, Strafford, VT - Proposal for 2025 Annual Stormwater Review (P2147F). Pippy made a motion to accept the proposal in the amount of \$1300; Solsaa seconded, all in favor.
 - e) Pippy made a motion to participate in the State's SFY26 Municipal Roads Grants-in-Aid program. Solsaa seconded, all in favor.
 - f) Road crew will move to a four day, 10-hour work week schedule.
 - g) Windsor County Sherriff has an open case on the trash dumped on Robinson Road.
- 2) Approve the minutes of the 4/10/2025 Regular Meetings. Solsaa made a motion to approve the 4/10/2025 meeting minutes. Pippy approved, all in favor.
- 3) Town Mowing – Eric Thorp 2025 contract. Red Barn playing field has been a challenge to mow regularly due to nearly constant use, and a schedule of planned events has not been made available. The job takes about 3 hours; Eric proposes weekly mowing on Thursday 3-6 pm. Rec Board will be asked to attend the next SB meeting to finalize the best time. Noted that children are often dropped off early for planned activities and need to be prevented from kicking balls and running in the path of the mowers.
- 4) Capital Budget draft review – Bryan Kovalick, TRORC. Discussion re: inputs from boards and committees for capital budget items over the next 10 years. Proposed meeting with a representative from each of the contributing boards and committees, including selectboard, to jointly prioritize items. Planning Commission has a statutory role in reviewing the budget; Brian will contact Planning Commission to see if they would like to convene the meetings.

Brian noted that a publicly warned meeting on the capital budget is required as part of the Municipal Planning Grant.

- 5) Donation to Conservation Commission. Chair clarified communications regarding a potential donation of \$15,000 to be shared among 4 towns. Waiting for further clarification of the proposed terms.
- 6) Appointment of Jonathan Nedeau to Planning Commission. No action taken. Planning Commission will be notified of the process for posting open positions to solicit interested applicants before appointments are made.
- 7) Appoint Selectboard member to work with the Emergency Management Director to complete the 2025 LEMP (Local Emergency Management Plan). EMD has prepared a draft LEMP for review by Selectboard. Linehan will work with EMD to complete the plan.
- 8) 2nd Draft Selectboard Administrative Assistant job description review. No additional comments were received. Kovalick noted that TRORC is considering developing a Selectboard assistant that can be shared among towns. Final job description will be presented for vote at next Selectboard meeting
- 9) The following contracts were signed:
 - a) Clays Service for heating repairs
 - b) Clays Cleaning Service for Town Office and Garage Cleaning Services
 - c) Anne Fayen – Pocket Park work
 - d) Michael S Cotroneo – for Town House Repairs
 - e) Diversified, Eric Thorp – Town Property Mowing
 - f) Nathaniel Cook Contracting – Highway Contract work
 - g) Old City Tree Service- Tree removal
- 10) Solsaa attended the Upper Valley Waste meeting as representative.
- 11) Letter of Support for Historical Society ADA grant. Pippy made a motion to sign the letter of support for an ADA grant. Solsaa seconded, all approve.
- 12) Executive Session:
 - a) Pippy moves to find that premature general knowledge regarding the litigation and negotiation strategy related to the appeal to the environmental court of the Town DRB's decision in the appeal of Rachel Kendall's application for a conditional use permit would place the Town at a substantial disadvantage. Solsaa seconds; all approve.
 - b) Chair Toni Pippy then moves for the Board to enter executive session to discuss the appeal of Rachel Kendall's application for a conditional use permit under the provisions of Title 1, Section 313 (a)(1)(A) of the Vermont Statutes. Solsaa seconds and all approve. Executive session began at 7:34 pm. The Board comes out of executive session at 7:49 pm with no decisions made.
 - c) Pippy moves for the Board to go into executive session to discuss the Memorandum of Understanding for Coburn's store regarding the underground storage tanks. Solsaa seconds and all approve. Executive session began at 7:50 pm.
 - d) The Board comes out of executive session at 8:02 pm. Pippy made a motion to accept the MOU between the Town of Strafford and Coburns General Store.

13) Acknowledgement of Correspondence:

- a) Judie Englander/John Echternach, re: Turnpike Road
- b) Scott A. Williams, P.E., Project Manager, Pathways Consulting, LLC, Subject: Strafford Town Garage, Strafford, VT – Proposal for 2025 Annual Stormwater Review (P2147F)
- c) Jill Aleonar, Dodge Construction Network, re: Repair & Renovation of Front Porch
- d) Byron Breese, re: Request
- e) Martha Walke, re: Appointment to Strafford Planning Commission
- f) Kimberly Hanchett, re Sign falling over
- g) Kevin Lynch, re: Follow Up: Culvert on Brook Road
- h) Laura Ogden, re: support for ADA grant

Meeting adjourned at 8:05 pm.

Respectfully submitted,

Mary Linehan
Reporting Clerk