

**Draft**

Selectboard Meeting Minutes

April 10, 2024

Town Office, 227 Justin Morrill Hwy, Strafford. 05072

Selectboard participants – Toni Pippy, Jeff Solsaa, Andrew Duncklee, Hannah Levinger, Kelly Harman

Other participants in person – Lisa Bragg, Martha Walke, Paul Hardy, Curt Albee, Rocky Fuller, Shelby Coburn, Ed Huang

Other Participants via Zoom – Willis Phelps, Betty-jo Duncklee, Judi Englander, Harry Falconer, David Lutz, Rachel Cohen

Meeting called to order at 6pm

Meeting timeline –

Public concerns – none

Highway Department update –

Roads and equipment – The Highway Department is assessing different roads and when conditions and time allow, they are triaging the worst spots on Strafford roads and grading them weather permits.

Freeman Bridge update – An update meeting is scheduled for Tuesday April 16, 2024, including all stakeholders and to set general guidelines around the project. The Selectboard decided to draft a formal acceptance letter for the selected engineering firm, and for use in future Selectboard Request for Proposals (RFP). Kelly Harman volunteered to write the first draft.

Personnel update – Lisa Bragg informed the Selectboard that the candidate Brian Sawyer accepted the offer of employment and is in the process of filling out the necessary forms in the Town's hiring packet. Danny's retirement part is scheduled for Saturday May 18, 2024, at the Town Garage. The Selectboard discussed planning and budgeting for the party.

Repeater update – Willis Phelps has agreed to let the Town place the repeater on his barn. The Selectboard decided that a formal agreement should be put in place to protect all parties involved. Toni Pippy will draft an agreement for the Selectboard to approve. The Selectboard discussed placing the old repeater on the barn first to see what improvements we can realize.

Grants and awards – The Selectboard discussed bringing everyone up to date with the work Stephanie and Rita have done around grants and awards.

Fog Line grant – The Selectboard was informed that we cannot change the location of the fog lines and must place them where the grant states that we would, instead of on Rt. 132 on Sharon Hill.

Other – A contractor was hired to help with road grading and will be starting in the next few weeks to help get the roads back into shape after the multiple mud seasons we have experienced this year.

Jeff Solsaa and PD are going to inspecting the new truck that is currently being assembled. Current estimates are that it will be around 3 weeks until completion, though that is only a rough estimate and could easily take longer.

Approve the minutes of the last two meetings – Jeff Solsaa moves to approve the minutes of the Selectboard meeting of March 27, 2024, with minor adjustments to correct misspellings and typos.

Toni Pippy seconded the motion. All approved, and the minutes were approved. Toni Pippy moved to approve the minutes of the special Selectboard meeting of April 3, 2024. Jeff Solsaa seconded the motion. All approved and the minutes were approved.

The Selectboard discussed the current schedule of regular Selectboard meetings. Toni Pippy moved to move the regularly scheduled Selectboard meetings to the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month starting April 25, 2024. Jeff Solsaa seconded the motion. All approve and the meetings are now scheduled on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month. The Selectboard then discussed a more efficient way to take minutes and administer the Town's end of the Zoom streaming. Jeff Solsaa informed the Selectboard that he had a conversation with Mary Newman, Head of School at the Sharon Academy and that Mary is very interested in moving forward with talks about having students run Zoom and be trained on taking the minutes of the Selectboard meetings. David Lutz asked if the Selectboard could turn on captioning for the Zoom stream and if they could serve in place of the minutes. After some research it was found that there is a requirement that official minutes be taken at every Selectboard meeting as part of the Open Meeting law.

The Town Office committee updated the Selectboard on a tentative timeline for informational meetings and votes, starting on April 20, 2024, with an informational pamphlet becoming available, April 27, 2024, informational meeting at the Townhall. Depending on how votes are resolved, the schedule will change. Jeff Solsaa asked Curt Albee if everything is approved and the expansion follows the plans and the corner of the expansion ends up in the flood hazard zone, will that mean that the entire Town Office building be considered in the flood hazard zone. The Town Office Committee did not have an answer to that question.

Intermunicipal Regional Energy Coordinator (IREC) update – Harry Falconer reviewed the handoff from our former IREC and that the energy audit for the Town Garage was completed and finalized so that we can now start applying for grants to retrofit the garage to bring the garage up to a better standard of energy efficiency. Harry is looking into various grants that Strafford could be eligible for around building EV charging stations. The quarterly report should be completed and available by the end of this month.

Recreation Committee Proposal - Ed Huang from the Recreation Department presented a proposal to add six signs to Justin Morrill Highway between the two villages. The Rec Board is fully funding the signs, they are asking for assistance attaching the signs to existing speed limit signs and telephone poles. Jeff Solsaa moved to approve the Recreation Board's proposal and request for help. Toni Pippy seconded the motion. All approved and the motion passed. Ed Huang also informed the Selectboard that a candidate to fill the vacancy has been selected, Stephen Drew. Toni Pippy moved to appoint Stephen Drew to the Recreation Committee. Jeff Solsaa seconded the motion. All approve and Stephen Drew is appointed to the Recreation Committee.

The Ranger in 2024 request – Rachel Cohen, representing the Ranger in 2024 requested that they be able to use Strafford's public roads for their event on June 9, 2024. Jeff Solsaa moves to allow the Ranger to use Strafford's public roads on June 9 2024. Hannah Levinger seconded the motion. All approved and the request was granted.

Appointments – Toni Pippy moved to appoint Sherry Duveneck to the Carrie Sanborn Trust Committee effective March 1, 2024. Jeff Solsaa seconded the motion. All approved and Sherry Duveneck is appointed to the Carrie Sanborn Trust Committee. Toni Pippy moved to reappoint Lisa Bragg as Town Representative to TRORC as the TAC Representative. Kelly Harman seconded the motion. All approved and Lisa Bragg is reappointed to TRORC as the TAC Representative.

Update personnel policy – Toni Pippy handed out proposed changes to the personnel policy. The Selectboard members will take these home and consider the changes and make any recommendations at the next meeting.

Acknowledgement of correspondence –

- a) David and Nancy Grant, RE: Blocked drainage ditch on Boook Road
- b) Rita Seto, AICP Senior Planner, TRORC, RE: Press Release - Agency of Transportation Invites Municipalities to Participate in Road Grants Program
- c) Rocky Fuller, RE: Town House Advisory Group, Minutes of 3/28/24 meeting
- d) Sydney Steinle, Planner, TRORC, RE: Local Emergency Management Plan updates due 5/1/24.
- e) Rocky Fuller, Town House Committee. Minutes of 4/1/24
- f) Rita Seto, AICP Senior Planner, TRORC, RE: TRORC Transportation Advisory Committee (TAC) Representative Appointments
- g) Debra Pearce, RE: CA0796 Small Scale HSIP for Town of Strafford, (fog Lines)

Recording Clerk Andrew Duncklee