

Starksboro Selectboard

Minutes of 12/4/18

Unapproved

Board members present: Eric Cota, Koran Cousino, Keegan Tierney, Tony Porter

Unable to attend: Peter Marsh

Others present: Rebecca Elder, Tom Estey

The meeting was called to order at 5:37 p.m. by Chair Koran Cousino.

The board reviewed the agenda for any changes or additions per 1 V.S.A. §312(d)(3)(A). and the following changes were made:

1. ZA fee question response from VLCT (addition)
2. Personnel update – Executive Session anticipated
3. Green Lantern Solar – no Executive Session required

Road Foreman's Report – Tom Estey

- Bill expected from Mack/Sheldon Trucks for repairs and parts.
- New tires are needed for the pickup for winter (truck came with all-season tires)
- School closings and road conditions: The Road Foreman spoke with Superintendent Reen about the recent winter storm, school closings, and winter road travel. Starksboro roads were not in acceptable condition for school bus travel for two days.

Trapping request:

A request was received by the Town Clerk from a local resident asking for permission to trap on town land. The board discussed best uses for town-owned, public lands. There are multiple, competing uses for which the town receives requests. The board will do some fact-finding, research State laws and requirements, and seek additional guidance as needed. The town currently has no specific policy. The board will take this issue up at later date when they have more information. Koran will follow up with the person who inquired.

IT presentation – Dale Graver

Dale Graver from VC3 presented to the board about possible IT solutions for the town office and employees. The company has offices in 3 states and is expanding in the northeast. VC3 provides IT services to the Vermont Leagues of Cities and Towns and has an office at VLCT in Montpelier.

The company entirely focuses on local government solutions and the business model is aimed at small government. Because of this approach, they are well-versed in the issues and concerns that small municipal government offices face, including limited budgets for IT. Their goal is to offer the best approach for your needs matched with a realistic budget.

VC3 is a managed services provider. This model offers a menu of services that you can select based on needs, which can be adjusted at any time. Services have fixed prices instead of by the hour so costs are predictable and easy for annual budgets.

Cheryl Estey and Amy McCormick attended and asked questions about the Microsoft Office 365 services and support for the Town Clerk's work. The suite includes software that will help expand capabilities in the office and allow for shared resources among town employees.

The board requested a proposal for a limited menu of services to include in the proposed budget for planning purposes. Rebecca will work with Dale on a formal quote for a baseline monthly package. Two new computers are needed for the town clerk and the listers, which they hope to purchase before the end of the current FY18-19.

Delinquent Tax Policy

Amy McCormick presented the board with a revised draft of the Delinquent Tax Policy. One resident had an issue with the late policy. The property tax due date was clearly announced in advance in the Starksboro Gazette, on the town website, and at Town Meeting. The correct time was stated. Amy proposed adding the time on the bill in addition to the date.

Current policy states:

- First 10 days – 2% penalty (only town that does this) – can make it difficult for collector.
- 8% after 10 days

Other local towns have different policies: New Haven is 8% as soon as the bill is overdue. Hinesburg has no penalty. Research if this policy should become an ordinance. VLCT advises that ordinances relate to external rules and those that involve payments/penalties/fees. By contrast, policies relate to internal procedures.

Motion: Keegan Tierney made a motion to approve the revised Delinquent Tax Policy as presented by the Delinquent Tax Collector. Tony Porter second.

Motion carried.

- Ensure copy of the revised policy is included in the Town Report.

Zoning Administrator Update

Per the conversation with the Selectboard on 10/5/18, ZA Rebecca Elder spoke with VLCT attorney to determine if a current project application for an extension of a DRB previous decision could be extended administrative action. The application must be resubmitted to the DRB for a full hearing. The Selectboard agree to waive the application fee for this project application per the DRB's final decision of 2017. Any future application after 2019 will be deemed a separate application and will require a new fee as indicated in Starkboro's Unified Bylaws.

Motion: Tony Porter made a motion to enter executive session per VSA §313(a)(3) to discuss a personnel matter. Eric Cota second.

Motion carried.

Motion: Eric Cota made a motion to end the executive session. Tony Porter second.

Motion carried.

Action taken: Decision made about an employees' anticipated family leave.

Budget discussion:

Koran distributed a revised version of the draft budget with the figures revised based on the discussions at the last meeting.

- Health insurance increases and anticipated new employee(s)
- Retirement: contribution through VMERS is significantly higher than what is currently offered (2%). By comparison, Bristol puts in 7% per employee.
- Starksboro offers a traditional health insurance plan (not high deductible) so benefits costs are high therefore less is available for retirement. If a different plan were offered in the future, resources could be allocated differently.
- Budget amounts for town clerk assistant and treasurer assistant need to be increased.
- The board is aware of the need to offer comprehensive benefits to attract new employees for road crew and other future positions.

Building & maintenance

No updates

Selectboard concerns

None

Minutes of 11/27/18

Approval postponed to next meeting

Motion: Eric Cota made a motion to approve the warrants for bills and orders as presented by the Treasurer. Tony Porter second.

Motion carried.

Motion to adjourn: Keegan Tierney moved to adjourn at 9:05 p.m. Eric Cota second.

Motion carried.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant