

Starksboro Selectboard Meeting

June 17, 2025

Unapproved

Board members present: Koran Cousino, Carin McCarthy, David Schmidt, Eric Cota, Tony Porter
Others present: Amanda Vincent – Town Admin, Herb Olson, Katie Antos-Ketcham, Susan Pare, Lisa Daudon, Keegan Tierney, Christa Finnern

Koran Cousino called the meeting to order at 5:52 p.m. at the Starksboro Town Clerk's office.

Review agenda: The Investment Policy will be moved to a future agenda. The minutes being reviewed at this meeting are from June 3rd and not May 20th as stated on the agenda.

Public comment: Herb Olsen came and gave an update on the legislative session and offered his help be a liaison to Montpelier as needed. Carin McCarthy shared the update from Nancy Cornell about education funding and Herb Olsen noted the difference between a district and a supervisory union.

Parking lot proposal: Keegan Tierney came to share his brainstormed idea of the Town Office parking lot. He was curious as to the timeline for paving and if the Selectboard would be open to changes. Carin McCarthy noted the many requirements on our parking lot including the EV Charging Stations, the Tri Valley Transit Bus, the Park & Ride, stormwater, and other considerations. Eric Cota ran the proposed design by the commuter bus company to see if this structure would work. The proposed idea, with traffic going the other way, would work better for the bus. The setback is certainly a consideration. The Memorial Stones will stay in the same place. Koran Cousino noted the need to understand how much cost this would add to the work that already needs to happen. The Meetinghouse may be able to support the removal of the old driveway.

Library: Katie Antos-Ketcham and Christa Finnern shared that the library received 443 visits in May compared to 162 last May. They also noted the Personnel Policy questions they had were answered during the June 3rd Selectboard meeting. Further discussion ensued about Addendum C the Library Board is drafting.

Katie Antos-Ketcham noted that the lift project was on track. Cummings Electric will be coming to do electric. Nationwide Lift will come do a quality assurance inspection. The lift will be installed on June 30th. This project will be paid for by two different grants and general fund (use to be ARPA) money. The remaining payment is due to Nationwide upon delivery.

Motion: Carin McCarthy motioned to appoint Ellen Yount to the Library Board. David Schmidt second. Motion carried unanimously.

Current Business:

Jerusalem Community Center Project: Unfortunately, we didn't get chosen for Congressional Directed Funding.

Action: Amanda Vincent will put out a call to action for a grant writing group.

Action: Ensure we have matching money for grants in the future.

Action: Amanda Vincent to follow up with Jim Carroll.

The Selectboard reviewed the RFP from Luke for a Construction Manager for the Jerusalem Community Center Project.

Motion: Tony Porter motions to approve the RFB for publishing. Eric Cota seconded. Motion carried unanimously. Carin McCarthy abstained.

Carin McCarthy is willing to participate with the Lincoln Selectboard about how to increase community engagement.

Ongoing Projects: The Town of Starksboro was assigned a new PDMG for last years FEMA disaster declaration. FEMA Buyouts are being restructured again to ensure they pass the BCA.

Financials:

Action: Ali Thompson to confirm audit expenses are correctly reported.

Motion: Carin McCarthy motioned to move \$1,151.76 from the Fire Equipment Reserve Fund to the General Fund for the overspent APRA award money from the Reynolds bill on October 4th 2023. David Schmidt second. Motion approved unanimously.

Motion: Carin McCarthy motioned to move \$4,811.04 from the General Fund to Special Projects Fund. David Schmidt seconded. Motion approved unanimously.

Motion: Carin McCarthy motioned to move \$7,642.00 from the General Fund to Fire Truck Fund to cover the difference between the actual cost and the loan amount. David Schmidt seconded. Motion approved unanimously.

At the end of the fiscal year, there will be a balance in the general fund of around \$300,000. Darlene recommends holding 10% of the budgeted amount as surplus. We do have a surplus that could go toward covering the deficit in the highway fund. The highway fund is currently around -\$155,000.

Action: Amanda Vincent, Ali Thompson and Josh Martell to understand where highway has overspent in the past 5 years.

Darlene from NEMRC felt we were in good shape as we approach the end of the fiscal year.

Personnel Policy: The Selectboard discussed changes to the personnel policy. The Town Administrator FTE is currently at 75%.

Motion: Carin McCarthy motioned to approval the personnel policy with the revisions discussed. Tony Porter second. Motion carried unanimously.

Capital Improvements/Maintenance:

Action: David Schmidt will review the roof quotes for the next meeting.

Motion: Eric Cota motioned to approve AP and Payroll. David Schmidt second. Motion approved unanimously.

Motion: Carin McCarthy motioned to accept the minutes from 6/3 meeting. David Schmidt second. Motion approved unanimously.

Action: Clarification on Cemetery Commission line item.

Carin McCarthy provided an update from Nancy Cornell.

Tony Porter will check with Josh Martell about using the excavator to fix dry hydrants.

Future Agenda Items: EV Charging Station

Motion: Eric Cota moved to adjourn. Second by Carin McCarthy. Motion approved unanimously.

Respectfully submitted,
Amanda Vincent, Town Administrator