

Starksboro Selectboard  
March 8, 2023  
Approved

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Board members present: Nancy Boss, Koran Cousino, Eric Cota, Carin McCarthy, John Painter  
Others present: Amy McCormick, Rebecca Elder, Jeff Keeney

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The meeting was called to order by Koran Cousino at 5:56 p.m. after the site visit to the library building.  
No additions or changes to the agenda

### Annual board organization

#### **Election of officers**

**Motion:** Nancy Boss made a motion to elect Koran Cousino as Chair of the board. Carin McCarthy second. **Vote:** Motion approved unanimously.

Discussion about the time-commitment and responsibilities of the board chair and all members; desire to ensure the workload is shared. The group discussed the merits of considering changing roles. The group agreed that the current composition is working well and with the Town Administrator now in place, the load on the board members is lighter.

**Motion:** Nancy Boss made a motion to elect John Painter as Vice-Chair of the board. Carin McCarthy second. **Vote:** Motion approved unanimously.

**Newspaper of record:** Addison Independent

**Posting places:** Town Clerk's office, Post office, Jerusalem Store, website

**Meetings:** First and third Tuesdays at 5:30 at the town office and via Zoom

**Annual planning retreat date:** May 23

Discussion about appointments: positions and posting notices to the community about all open positions. Rebecca will post to FPF and reach out to individuals who are currently serving to gauge interest. Update will be provided at the next meeting.

All candidates who were on the ballot for town meeting were elected and have been sworn in.

**Snow removal** – Town Clerk continues to search for someone to perform snow removal at the clerk's office and for the path to the library and in front of the commuter bus shelter. The road crew doesn't have capacity to do this. May need to consider hiring a company to do snow removal/plowing of the town office lot and have the path clearing included in the bid.

**Food Shelf** – Individuals who purchase taxable items for the food shelf have been paying for the tax on items. Rebecca and Amy have some suggestions for ordering changes that would make use of the town's tax-exempt status. Topic will be put on a future agenda after Rebecca has followed up with Barbara Herrington and other food shelf volunteers about current process.

### Library / Town Hall Wastewater system

Jeff Keeney was present to describe the research on the current system at the library and what upgrades are needed. It is an older system with a drywell. It is functioning but the top of the drywell is cracked and will eventually cave in. Jeff met with a rep. from ANR who came on site and approved the plan.

The survey pins and tax maps do not reflect that actual property boundaries. The board will invite Cory Shepherd to a future meeting to talk about surveying the library parcel to confirm boundaries (pertains to other potential projects for the building).

Koran asked Jeff to estimate his costs for analyzing the system and send a summary in writing to the board. Permit cost is \$306.25. Jeff will prepare the application, Koran will sign the application on behalf of the board, and Rebecca will send the payment for permitting. The board thanked Jeff for his time and assistance with this process. There may be some State ARPA funds available to support this work. Rebecca will research.

## Warrants

**Motion:** Nancy Boss made a motion to approve the warrants for A/P and payroll as presented. Eric Cota seconded. **Vote:** Motion approved unanimously.

The Treasurer supplied a reconciliation report for the board's review. The board requested explanation and clarification of what they are to review before signing. Rebecca will invite Julie to a meeting in April to discuss this and other finance topics.

## Minutes Review

**Motion:** Carin McCarthy moved to approve the minutes of 1/17, 2/8, 2/21, and 3/3. John Painter seconded. **Vote:** Motion approved unanimously.

## Town Administrator Report

- FEMA funds received for Ben Roberts project and additional matching for previously paid projects. Brown Hill East project is the last to complete.
- A grant application was submitted to Homeland Security for a generator for the Town Garage
- Library fundraisers will submit an application to Sen. Sanders office requesting funds from the annual appropriation to support the building accessibility project.
- Julie is on vacation; Amy will complete payroll this week.
- Financial audit RFP has been sent out and published in newspaper.
- New Community Project is requesting considering of more space for storing firewood for the wood bank (April discussion)
- Richmond trail running club requests permission for use of roads in July for event
- LEMP (Local Emergency Management Plan) and FEMA All Hazards Mitigation Plan need to be reviewed. Rebecca will contact the people involved in the original drafting along with others currently involved to form a work group for reviewing the documents.
- Winter parking ordinance – Josh has reviewed the draft and requests the Selectboard review and approve. Monkton just implemented a similar ordinance for reference. (April discussion)

## Mail Review

- Gran Fondo request – requires response or invite to a future meeting
- Unemployment claim was received for past employee

## Selectboard Roundtable

- Discussion of a possible farmer's market in Starksboro including where it could be held and if it would be of interest; there are several other farmer's markets in neighboring town.
- Chili Cook-off event: Sat., March 18 from 3-5pm to support the Town Green Pavilion. Information has been distributed on the website, FPF, Facebook and via flyers around town.

## Executive Session

**Motion:** Carin McCarthy moved that premature general public knowledge concerning probable civil litigation involving a pending complaint of unpermitted land development to which the Town of Starksboro may become a party would, on the advice of counsel, place Starksboro at a substantial disadvantage in that the conversation will include discussing communications and advice provided by counsel. Nancy Boss seconded. **Vote:** Motion approved unanimously.

**Motion:** Carin McCarthy moved to enter executive session with Rebecca Elder present to consider a pending complaint of unpermitted land development involving communications and advice of counsel concerning probable litigation to which the town may be a party. John Painter seconded. **Vote:** Motion approved unanimously.

Executive Session ended at 8:15 p.m. No action was taken.

**Motion to adjourn at 8:16 p.m.:** John Painter moved, Eric Cota seconded. **Vote:** Motion approved unanimously.

Respectfully submitted,

Rebecca Elder  
Town Administrator