

## Starksboro Selectboard meeting

October 17, 2023

Unapproved

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**Board members present:** Koran Cousino, Eric Cota, Carin McCarthy, John Painter  
**Others present:** Rebecca Elder (TA), Nancy Boss (Treasurer), Katie Antos-Ketcham, Catherine Goldsmith, Barbara Herrington

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Koran Cousino called the meeting to order at 6:02 p.m.

**Review of agenda:** no changes

### Reimbursement policy

Staff has developed a draft reimbursement policy to ensure consistency and timeliness of reimbursements for purchases made on behalf of the Town. The draft policy was shared with the Food Shelf volunteers and the Library board and staff to solicit input before the policy is implemented.

Barbara Herrington reviewed and stated the policy works for the Food Shelf. She will work with the volunteers who make purchases to ensure receipts are submitted and that purchases are made consistent with town policies.

Catherine Goldsmith and Katie Antos-Ketcham reviewed and voiced some concerns. The library director works 16-20/hrs week and comes to the library only 9 days a month. Her purchasing has changed over the last few years to accommodate challenges with COVID, supply chain changes, and shipping charges. Purchases occur throughout the month with receipts and invoices coming electronically and by mail. The library does not have a credit card for purchases. The 30-day time limit on submitting for reimbursement is challenging and Katie asked if a 60-day policy would be acceptable. There was discussion about approvals if requests exceeded the 30-day limit. An email to the TA with notice is acceptable.

The goal is to have regular, transparent systems to ensure good accounting and a seamless process. Nancy and Rebecca will create a reimbursement form that will be simple and easy to complete and can be submitted electronically or printed copy. The policy will be reviewed periodically and feedback from committees and volunteers will be noted.

### Current Business

#### 1. Town Administration Updates

- a. Taxes are due 11/1 by 4:30 p.m. Staff will keep the office open extended hours on 10/18, 10/25, and 10/26
- b. Staff vacation schedules: Josh 10/30-11/3. Paul 11/6-10. Thanksgiving week the office will be open Mon/Tues and closed the rest of the week. Rebecca 11/20-28. Nancy 12/14-18. Amy 12/20-26. December holiday week schedule to be determined.
- c. Event updates: 10/21 Harvest Festival at the pavilion (rain location Robinson school). Trunk or Treat 10/28 at the Starksboro Fire Dept.
- d. Audit update: RHR Smith will be on site 10/30-31 for final data collection of samples for the FY22 audit. Rebecca will work with auditors and prepare materials in advance of meeting.
- e. Finance update:
- f. Zoning/PC/DRB update: Permit applications continue to be slow. Nancy is working with a few residents on compliance and after-the-fact permitting.

2.

**Town Service Officer**

Discussion of job description. Statutory reference was unclear therefore final decision was tabled while additional research is done about compensation and authority for appointment.

**3. Town Buildings & Property**

- a. **PO and Food Shelf doors** still need to be replaced. The Food Shelf door is an oversized steel door. Measurements have been taken and Rebecca will line up a contractor and order the door. Post office door can be temporarily fixed with weather stripping and be replaced in the spring.
- b. **Library wastewater** system tank replacement is underway.
- c. **Jerusalem Schoolhouse WW system replacement:** The project was put out to bid and advertised in the Addison Independent. Only one proposal was received from Dennis Casey Excavating.

MOTION: Carin McCarthy made a motion to accept the proposal from Dennis Casey for replacement of the wastewater system at the Jerusalem Schoolhouse site for \$16,410.00. Eric Cota seconded.

VOTE: John, Carin, and Eric approved; Koran Cousino recused.

4. Mail review – Proposal for Jerusalem WW replacement received as stated above.

**5. Warrants**

MOTION: Eric Cota made a motion to approve the warrants for A/P and payroll as presented. John Painter seconded. VOTE: Motion approved unanimously.

6. Minutes review – Tabled for future meeting

7. Selectboard Roundtable

- a. Pavilion roof – Wood for underlayment is going to be picked up and volunteers will be gathering to water seal the boards prior to the roofing application. Carin, Peg Casey, and several others are spearheading this final push to complete the project.

**Executive Session**

MOTION: Eric Cota made a motion that premature general public knowledge regarding a zoning enforcement action would clearly place the town at a substantial disadvantage, because the selectboard risks disclosing its legal strategy if it discusses the actions in public. Carin McCarthy seconded.

VOTE: Motion approved unanimously.

MOTION: Eric Cota made a motion to enter executive session per 1 V.S.A. §(a)(1) to discuss attorney-client privileged information regarding a zoning enforcement action. Rebecca Elder and Nancy Boss were invited into the session. Carin McCarthy seconded.

VOTE: Motion approved unanimously.

MOTION: Eric Cota made a motion to exit executive session at 8:17 p.m. with no action taken. John Painter seconded.

VOTE: Motion approved unanimously.

MOTION: Eric Cota made a motion to adjourn at 8:20 p.m. Carin McCarthy seconded.

VOTE: Motion approved unanimously.

Respectfully submitted,

Rebecca Elder  
Town Administrator

Next regular meeting: Tuesday, 11/17/23 at 6 pm