

## Starksboro Selectboard meeting

Oct. 22, 2024

Unapproved

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**Board members present:** Koran Cousino, John Painter, Carin McCarthy, David Schmidt

**Unable to attend:** Eric Cota

**Others present:** Rebecca Elder, Nancy Boss, Amy McCormick, Amanda Vincent, Samantha Ruggles, Robert Turner, Susan Jefferies

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Koran Cousino called the meeting to order at 5:34 p.m. at the Starksboro Town Clerk's office.

### Review agenda:

- No changes

**Public comment:** none

### Tax Abatements:

Three residents are owed small amounts with a total of \$.04.

**Motion:** John Painter moved and Carin McCarthy seconded a motion to abate the taxes of three residents for a total of \$.04. Motion approved unanimously.

### Current Business

Mail review:

Info from Richmond Rescue: call data is up 5.5%; it is challenging to find staff. They are looking at relocation. The request for town meeting is a 3% increase at \$14.22 per capita (below the \$19.62 per capita of FY21-22 and the statewide \$29.57 per capita this year). They aim to keep the fees manageable.

### FY23 Audit Presentation

Samantha Ruggles from RHR Smith presented the results of the draft audit. She reviewed the essential components of the report, answered questions about various funds, and reviewed recommendations for systems to develop further including investment policy and a complete capital plan for buildings and land in addition to equipment.

Robert Turner and staff will follow up with RHR to complete the final audit approval steps and receive the adjusting entry recommendations for corrections to fund balances. Nancy and the TA will follow up to arrange for the FY24 audit agreement letter and to prepare a schedule for the audit to start.

### Planning Commission Bylaw Revisions

David Schmidt of the Planning Commission presented the Selectboard with the Bylaw Amendment report, along with the red lined version of the Bylaws. Rebecca Elder walked the Selectboard through next steps for the scheduling of a public hearing. The Planning Commission should pick the date for the hearing 20-25 days in advance to ensure time to

for the warning, scheduling and distribution of meeting information. Once the Planning Commission has feedback and does revisions based on that, the Selectboard will then host its own public hearing on the Bylaws. After both hearings and reconciliation of edits, final approval of the Bylaws will happen at a warned Selectboard meeting.

**Action:** Nancy Boss will follow up with Regional Planning about the Bylaw revisions.

### Jerusalem Fire Station project check in

Luke McCarthy sent an email with information on estimates from three sources for materials and labor to construct the fire station garage in South Starksboro. The committee has not met in month. The board requested that Luke and Tom assemble the data and make recommendations for next steps on the project at the next meeting. The ARPA funds allocated with cover some of the project.

### Town Office Updates

TA Updates: This is Rebecca's last meeting. She will work through the end of October and will work with Amanda on a transition training plan.

Tax Payment Issue: A resident brought forth an issue that \$400 cash was never counted toward his tax payment. The resident didn't get a receipt and there was never a receipt written to that individual for receipt of cash. Amy McCormick and Nancy Boss both stated the informal policy for receiving cash includes writing CASH on the tax bill and writing a receipt for the individual. The Selectboard will seek legal advice on how to handle this and revisit the issue at a later meeting.

### Resolution for ARPA Allocation

Although the Starksboro Selectboard has previously voted on internal allocations for the use of ARPA funds received by the town, the funds must be fully expended by 12/31/24.

John Painter read the complete resolution including the following:

“Whereas, the Town of Starksboro has accepted an allocation of SLFRF in the amount of \$521,449.90; and. . .

“Now, therefore it be resolved, the Selectboard of the Town of Starksboro, Vermont authorize the following:

Section 1. The following allocation of SLFRF funding to fund government services under the replacing lost public sector revenue spending category as follows:

Expend SLFRF funds in an amount up to \$243,542.90 for the purpose of municipal workforce retention to pay for payroll expenses for the period 07/01/2023 through 08/31/2024.”

**Motion:** John Painter made a motion to approve the Resolution for ARPA Allocation as outlined above. Carin McCarthy seconded. Motion approved unanimously.

The board notes that the treasurer will move the amount to the general fund per this resolution and the allocations previously made to individual projects will be honored as stated.

## FEMA Model Statement of Assurances

**Motion:** John Painter moved to approve and sign the FEMA Model Statement of Assurances noting that Vermont Emergency Management will be the subapplicant. Carin McCarthy seconded. Motion approved unanimously.

## VEM- Town Acquisition Memo of Agreement (MOA)

**Motion:** John Painter moved to approve and sign the VEM Town Acquisition MOA. Carin McCarthy seconded. Motion approved unanimously.

**Motion:** John Painter moved to approve the warrants for A/P and payroll except for the Putnam invoice. David Schmidt seconded. Motion approved unanimously.

**Motion:** John Painter moved to adjourn at 7:39p.m. David Schmidt second.

**Vote:** Motion approved unanimously.

Respectfully submitted,

Rebecca Elder, Town Administrator