

Starksboro Selectboard Meeting  
Minutes of October 4, 2022  
Unapproved

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Board members present: Koran Cousino, Eric Cota, Nancy Boss, John Painter, Carin McCarthy  
Others present: Rebecca Elder, Josh Martell, Dennis Casey

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Chair Koran Cousino called to the meeting to order at 6:05 p.m. at the town clerk's office and via Zoom.

### Additions/Changes to the Agenda

1. Add resignation of PC member
2. Animal control update

### Visitor's business

Dennis Casey attended and requested permission to dig a water line to the pavilion slab. He proposed to put the line in from the basement of the town clerk's office and hook up so that is it permanent. This would be frost free. Don McCormick will run the conduit so there would be power accessible at the pavilion as well. The town held off on paving so this could happen and will come back to pave in the spring. The conduit has been purchased and Don has the wire.

The Selectboard approved the request and thanked Dennis and Don for their work.

Dennis also noted that there will be a district-wide vote on 11/8 for the proposed merger of the MAUSD and ANWSU. He stated that there would probably be 3 grades gone from Robinson school next year. He encourages all Starksboro residents to vote on 11/8.

### Road Foreman's Report

- Josh gave an update on the Jerusalem bridges. The grant from ACRPC was not awarded so other funding via the state is being applied for.
- Grant for Shaker Hill ditching = \$7K
- Josh is looking for funding to support ditching Ben Roberts and replacing different culverts

Koran asked about the tandem that is stick shift, which the town put a lot of money into it. She asked if it would be better to sell that machine and replace. Josh said we should keep the current tandem for now. For budgeting, Rebecca will provide Josh with a budget sheet to begin planning. Info provided will include last year's budget and actuals.

### Town Administrator Position

The job description and ad draft was provided for discussion. The group agree the job description is accurate and ready to be distributed. A few edits to the employment ad were discussed and approved. The ad will be placed in the Addison Independent, the VLCT job board, Indeed, and other free employment listings as well as posted to Front Porch Forum and the town website. Letters of interest and resumes will be directed to John Painter on behalf of the board and he will manage the responses and interview scheduling.

### Personnel policy

The board continued discussion of the personnel policy.

- Reviewed sections discussed at past meetings to ensure edits were incorporated/resolved.
- Change to probationary period – 6 months for office staff and 1 year for road crew
- Review of termination sections is still needed, possibly at next meeting.
- Benefits – Create list of benefits for the addendum sheet: health insurance, ST/LT currently offered for full time only, retirement match (review who is eligible).

- Life insurance is not currently offered but could be offered in the future. Research costs and levels for budgeting for FY24
- Selectboard wants to know the impact on the budget if the benefits are changed – what are the expected costs if town offered prorated across the board?
- Seasonal employees are considered temporary and not eligible for benefits.

#### Next discussion

- Crime victim section
- Discipline and termination section
- Any further work on the IT/tech section
- KC – benefits

#### Warrants

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

#### Town Clerk and Administrative Updates

The group reviewed the PACIF insurance renewal application for coverage of all town buildings, vehicles, and services. Rebecca will complete the changes and submit the application to VLCT this week.

#### Review of Minutes

**Motion:** John Painter made a motion to approve the minutes of 8/16, 9/6, 9/13, and 9/20 as presented with one correction on the minutes of 9/6. Nancy Boss seconded. **Vote:** Motion approved unanimously.

#### Planning Commissioner Resignation

The Selectboard received notice from Dan Harris of his resignation from the Planning Commission. The board accepts it with regret and thanks for his service.

The vacant seat will be posted on FPF and the Selectboard will make an appointment to fill the seat until the town election in March 2023.

#### Selectboard Roundtable

##### **Agenda planning:**

10/20 – Library 15 min., library trustee appointment, PC appointment, Road naming request, Treasurer position discussion and job posting, personnel policy  
11/1 – NEMRC update and budget planning

##### **Town Harvest Celebration**

Carin received an estimate for donuts, cider, bushel of apples which would be the Selectboard's contribution to the event. They will cover up to \$150 for these items. The event will be advertised on FPF and on the town website calendar.

##### **Animal control update**

Chuck Webber drafted the letter for the notice of violation regarding a complaint received. Attorney Jim Carroll is listed on the notice of violation and will support the town in this process. The fees charged will be back to the first tier because this is a new violation. Koran has had difficulty reaching a sheriff to assist with delivery but will follow up once the letter is finalized.

Motion to adjourn: Eric Cota made a motion to adjourn at 8:30 p.m. John Painter seconded.

Vote: Motion approved unanimously.

Respectfully submitted,

Rebecca Elder  
Selectboard Assistant