

Starksboro Selectboard meeting
Oct. 8, 2024
Unapproved

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

Koran Cousino called the meeting to order at 6:38 p.m. at the Starksboro Town Clerk's office.

Review agenda:

- Added ARPA resolution under TA report

Visitor's Business: none

Road Foreman report

- Ireland Rd mostly done - a bit of pick up and clean remains; a lot of new culverts have been installed.
- Brown Hill is done
- All FEMA work is completed
- The Hillsboro sign is down and needs replacement.
- Discussion about a regular format for the Road report – include report on road work completed, information on plans for regular maintenance, notice of schedule and follow up on contact from town residents. Let the town office know what the work plan is and what is coming up so that calls can be addressed.
- Heat pump - get quotes on electrical

Current Business

1. Town Hall accessibility project: Nancy followed up with Jeff Dunham. Proposed contract did not detail services as requested but instead included an estimated amount that would not be exceeded. After discussion, the board agreed to proceed.

Motion: Eric Cota moved to approve the contract for architectural services with Jeff Dunham for the town hall accessibility project not to exceed \$5000. Carin McCarthy second. Motion approved unanimously.

Action: Nancy will send the completed contract to Jeff and Susan.

2. Jerusalem Fire Station project check in

New info received but has not been processed. Plan for discussion of estimates at the next meeting.

3. Town Office Updates

- a. Zoning updates:

- PC will attend the 10/22 meeting to present the bylaws changes proposed – 20 min
- Nancy will send the draft changes to Katie at ACRPC for review for compliance with statutory requirements.
- TA Updates: Rebecca is wrapping up projects and preparing files to hand off to the new TA. She reported on various grants, reporting, and accounts. Nancy and Rebecca met with Darlene (NEMRC) one more time and focused on payroll systems and accounting in grant funds.
- The FEMA buyout packages have been assembled and distributed. Rebecca will receive and continue as the signing agent until her last day. Files will be at the office for Amy and Nancy to receive from applicants as needed.

4. Finance updates:

The board reviewed the budget status quarterly report. Rebecca reported the FY23 audit preliminary report was received. Copies of the management letter and draft audit were distributed. Discussion of the expectations for audit report and plan for the next meeting. Rebecca will invite Samantha Ruggles from RHR Smith.

5. Motion: Eric Cota moved to approve the warrants for A/P and payroll. David Schmidt seconded. Motion approved unanimously.

6. Review of mail:

Mail was tabled for the next meeting.

7. Selectboard Roundtable:

Carin McCarthy thanked those who came to the Harvest Festival.

Executive Session

Motion: Carin McCarthy moved to enter executive session per 1 VSA §313(a)(3) regarding personnel to discuss hiring for the Town Administrator position. John Paninter second.

Vote: Motion approved unanimously.

Motion: John Painter moved to exit executive session. Carin McCarthy second. **Vote:** Motion approved unanimously.

Action: Position was offered to Amanda Vincent and accepted for a start date to be determined.

Motion: Eric Cota moved to adjourn. John Painter second. **Vote:** Motion approved unanimously.

Respectfully submitted,

Rebecca Elder, Town Administrator