

Starksboro Selectboard special meeting
February 6, 2024
Unapproved

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

Koran Cousino called the meeting to order at 6:15 p.m.

Changes to agenda: none

Public comment: none

Library Discussion

Rebecca summarized her recent meeting with Katie Antos-Ketcham and Christa Finnern about library systems. The personnel policy was discussed generally and the areas where the library policy and town policy differ. Discussion included identifying procedures that need to be updated and creating a common understanding of the responsibilities between the library trustees and the selectboard. Financial systems and reporting have been reviewed and some changes are suggested to reduce the workload and streamline procedures for staff. Other topics for the meeting include communication expectations, clarification of management obligations of the respective boards, and management of the town building that is home to the library.

The library trustees will join the selectboard for a conversation to discuss operations, policies, and systems on Feb. 20.

Rebecca updated the board on the research regarding repairs and changes to the rear emergency exit. Plans will be discussed with the library staff and board. Some additional repairs and maintenance items were noted for follow up.

Current Business

1. **Town Report** – The Selectboard report was distributed for comments.
2. **FY22 Audit** – Follow up with RHR Smith is needed. The board will draft a letter with feedback about the process and expectations for the FY23 audit that is scheduled. John and Rebecca will draft the letter.
3. **Lister's Statement of No Appeal**
Motion: Eric Cota made a motion to approve the Statement of No Appeal as presented by the Board of Listers. Carin McCarthy seconded. **Vote:** Motion approved unanimously.
4. **Staff vacation** policy discussion – Nancy informed the board of the amount of vacation each current employee has accumulated. A few staff members have a large number of vacation days to use before the end of the fiscal year in order not to lose days. The current policy allows for 80 hours to be rolled over from year to year. Though exceptions have been made in the past due to extenuating circumstances, the board encourages employees to use vacation time. To that end, Amy will take vacation the first week of April and Rebecca will take vacation at the end of April. Nancy will be away for a week in February. Additional time will be taken as needed prior to June 30.
5. **Town Office updates** –
 - a. A letter regarding a zoning violation was reviewed.
 - b. MERP energy assessments of the Jerusalem Schoolhouse and the Food Shelf building will be conducted by DuBois & King in March.

- c. New doors are being ordered for the PO and Food Shelf and will be installed.
- d. Video cameras have been purchased and will be installed for the town office building and parking area.

6. 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.

7. Mail review

- a. AC Sheriff rate increase for 2024 received - \$2/hour increase
- b. AC FY25 municipal tax assessment was received

8. Selectboard roundtable

- a. The Jerusalem Community Center committee requested a follow up conversation with the selectboard after town meeting to review the most recent cost estimates for Fire Station #2 and to discuss staging phases of work using the awarded ARPA funds. This discussion will be scheduled for the first meeting of March.

Motion to adjourn at 7:55 p.m. – Eric Cota moved, John Painter seconded.

Motion approved unanimously.

Respectfully submitted,

Rebecca Elder, Town Administrator

Next regular meeting: Feb. 20, 2024 at 5:00 pm