

Starksboro Selectboard Meeting  
Minutes of 3/15/22  
Approved

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**Board members present:** Nancy Boss, Koran Cousino, Carin McCarthy, John Painter, Eric Cota

**Unable to attend:** -

**Others present:** Rebecca Elder, Herb Olson, Susan Klaiber, Dennis Casey, Chris Runcie, Richard Warren, Amy McCormick, Elise Shanbacker (ACCT), Katie Antos-Ketcham,

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The meeting was called to order at 6:00 p.m. by Koran Cousino at the Town Clerk's office and via Zoom.

### Changes or Additions

None

### Visitor's Business

None

### Road Foreman's Report

- Filing an insurance claim re: a minor accident during plowing.
- Road applications – just one application has been received. Communication with the applicant is needed re: interview.

### Financial Report

Mark gave a quick update on revenue, account balances, and anticipated expenses. He provided a revenue report through end of Feb. Permit revenue will be coming in. 67% of budget to actual to date. Highway expenses are on target. Koran asked about repairs & maintenance – had a major repair on the loader and other equipment – some of these may be considered as unanticipated emergency expenses. Mark will keep in mind toward the end of the year and board will consider if reserve funds should be allocated. Library financials have been coming in more regularly and Catherine and Mark plan to reconcile the library budget and expenses on a quarterly basis going forward.

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

### ARPA Funding discussion

Funds of \$260K received for the town and regional allocation for nonlibrary municipal projects.

Funds of \$24K received for library designated ARPA funds

Board members should review the final rules. Koran proposed working out the process for creating the ARPA committee before working on the rubric. VLCT has the most concise summary on their website. Now the rules have been adjusted to allow for revenue loss adjustments and the allowance is far more than what the town will receive. If the standard allowance is taken, it can streamline reporting and reimbursement.

Discussion included how the committee will evaluate the proposals and that the current market produces real challenges. Most bids will be 30 to 45 day prices due to material and fuel fluctuations.

The Selectboard will provide a "How to guide for how to submit a proposal for town ARPA funds"  
Outline of proposal requirements will be needed.

The committee would be reviewing based on a rubric provided by the Selectboard. The committee can also go back to the applicants to ask for more information to help make a stronger proposal. The board

will expect quality proposals that RFPs will be assessed on the rubric and that information will be shared with the applicants. Selectboard will review the bids that are received for a project.

Discussion about composition: the board wants to encourage participation. VLCT has an outline of rules to consider for committee structure. Open meeting law requirements will apply. Some towns have restricted participation to those who do not currently serving on a town board or committee, other towns have left it open. The selectboard wants to open this opportunity up to the community and agreed to first send out a note on FPF to gauge interest and see how many volunteers come forward. It will be an odd numbered committee with 5-9 members with a chair and vice chair. Minutes will be maintained.

- Proposals will need to follow the purchasing policy. The Selectboard will make the final review to ensure policies have been followed prior to awarding any funds.
- The board emphasized that the process needs to be thoughtful and deliberate. The best outcomes for the town will come from a thorough review and time allowed for proposals to be developed by local groups.
- Once the committee is formed, the board will meet with the members to discuss the rubric, the expectations for proposals, and how to proceed.
- Note on FPF seeking interest by end of this week.
- Goal is to have committee created by 2<sup>nd</sup> meeting in April.
- Build and review rubric at next meeting.

**Groups who have expressed interest in ARPA funds so far:**

- Library heating and ventilation
- Town Green
- Town village water co-op
- Maple Broadband
- General interest expressed by Connor Timmons and Keegan Tierney

**Town Green Update:**

\$6400 is the current balance of funds raised. The group wants to pour the concrete pad to have in place for the timber framing. Group doesn't have the funds for both concrete and framing materials at this time. Request permission to use the remaining funds for that work and continue fundraising for the materials. The board supported this use of funds.

**Addison County Community Trust**

Elise Shanbacker, ACCT Director, and Isaac Wagner, consultant on mobile home projects for ACCT, were in attendance. Elise last came to the board 18 months ago about infrastructure needs in the 3 parks in Starksboro. They have completed a feasibility study on Brookside and the pre-existing, western boundary and perhaps across the road.

ACCT is ADCP funds interested in funds for Lazy Brook and Hillside to invest in infrastructure investments. Koran summarized the last conversations about a community block grant and that in the past the town hasn't had the admin capacity to support the grant process. Grant administration help can be provided through Mr. Wagner. Elise will update the estimate of work that would be required for a grant. In the town were open to a grant application for September 2023, adequate planning could be in place.

There is an affordable housing push from the Governor's office, 80% of CDPG is designated for affordable housing at this time. In addition, there is a congressional directed award for \$.5M flood hazard zone work. Planning is difficult because the updates to FEMA flood maps will not be complete for a couple years.

Carin asked about ACCT's thoughts on fire safety hazards and park reconfiguration. Elise explained it would require temporary park closure in order to reconfigure. That requires 18-month notice for all residents. It would be a highly expensive and complex process. Dennis Casey said it is an ideal time for ACCT to consider reconfiguring the parks to improve conditions and infrastructure at the same time. D.

Casey invited ACCT to attend an upcoming Planning Commission meeting. The PC will find more information on models for reconfiguration that have worked successfully in other places.

### Starksboro Save Our Schools update

The SOS group got in touch with Lincoln for ideas on communication and outreach to the community. They have a website, FB page, Google group distribution list as outlets to help reach folks and explain what the withdrawal vote is about and why it is necessary now. Draft language for the petition was presented with language for the Articles.

Discussion ensued about presenting one article vs. two articles. The first offers simplicity vs. more certainty in the outcome. If presented as only the first article, it is final. With the second article, it gives voters the option to authorize the board to terminate withdrawal if circumstances change. It would require a two-thirds vote to rescind.

The SOS group wanted to ensure the Selectboard was not opposed to this proposed process before proceeding. The board unanimously supports moving forward. They also expressed thanks to the SOS group for all the work they are doing. John will be the SOS liaison to ensure communication.

Herb also noted the legislation that is moving forward. D. Casey suggested Reps. Elder and Cordes could propose an amendment to allow Starksboro to continue its process. Starksboro is the only town that is the process, and the bill would be applied retroactively.

Informational meeting is required and must be held within 10 days before the special meeting vote. Discussion to continue at the next regular meeting on 4/5.

### Executive Session

**Motion:** Nancy Boss made a motion to enter executive session to discuss a personal matter per 1 VSA 313(a)(3). Kris Perlee was invited into the session. Carin McCarthy second. **Motion approved unanimously.**

**Motion:** Nancy Boss made a motion to come out of Executive Session. Eric Cota second. **Motion approved unanimously.**

No action taken.

### Question about Holiday pay for part-time employees:

Mark raised a question about the current policy that states PT holidays are given for the days worked at a prorated amount. For flexible schedule employees, this does not provide for any holidays. If the policy were changed to offer prorated for all part-time employees, then it might reduce the amount received for those who are currently working an 8-hour day on designated holidays.

The board will revisit policy and fiscal implications and then make decisions. Long term decision for the fiscal year, short term decision regarding an addendum to be made in April.

### Driveway Access Permit

**Motion:** Nancy Boss moved to approve the driveway accessibility permit for T. Lyons on Ireland Road. John Painter second. **Motion approved unanimously.**

### Selectboard Roundtable

SCP Preschool asked permission to use the firepit beyond the winter approval. The board supports use as long as there is not a no-burn order in place.

\*Need to schedule annual planning retreat

### Minutes Review

Motion: John Painter moved and Nancy Boss seconded to approve the minutes of 2/27 and 3/2 as presented. Motion approved unanimously for 3/2, E. Cota recused from 2/27.

**Motion to adjourn at 8:35 pm:** John Painter moved. Eric Cota second.  
**Motion approved unanimously.**

Respectfully submitted,  
Rebecca Elder  
SB Assistant