

Starksboro Selectboard
Minutes of 4/4/23
Unapproved

Board members present: Koran Cousino, Carin McCarthy, John Painter
Unable to attend: Nancy Boss, Eric Cota
Others present: Rebecca Elder, Ann Bove, Susan Klaiber, Tom Estey, Josh Martell

Koran Cousino called the meeting to order at 5:42 p.m.
The agenda was reviewed – no changes were needed.

Visitor's Business

none

Road Foreman Update

Josh reported that there is 3-5 years worth of sand remaining at the town pit property. The town needs to considering buying additional land for extracting sand or will need to purchase from a vendor.

Plan to resurface Big Hollow and Mason Hill N; ditching work on Shaker Hill. A grant was received for work on the section by the Willseys to stone line the ditch there. Work is planned for Quaker Street, Ireland Road, repairs to guardrails on Dan Sargent, Russell Young, and Quaker.

Paving projects: Tyler Bridge Rd, Hinesburg Hollow (town line to Thrasher), Gore Rd section (possible Class 2 grant); apron to Quaker St. Discussion about possible paving of the Big Hollow hill from Hinesburg Hollow to Ruby Brace Rd.(seeking grant funding)

The board requested a prioritized list of the paving projects to consider. Some paving reserve funds can be applied once grants are known. Josh will seek a quote from D&F and others.

Jerusalem Community Center Committee

Susan Klaiber and Tom Estey attended with an update on the JCCC projects. The site plan has been approved by the DRB for the Fire Station. Now the group is looking at the wastewater system. Jason Barnard advised that there won't need to be a size change.

Motion: Carin McCarthy moved and John Painter seconded the motion to approve the amendment to the wastewater permit as required up to \$1500. Motion approved unanimously.

The committee has asked the Selectboard to consider a new charge for the JCCC. What is next? Should the fire station and schoolhouse projects be considered separately or together? How will the projects be funded? The group expects that the original projected costs will be higher than when quoted several years ago. Will a bond vote be needed?

The committee is also considering new members to bring new energy and ideas to the discussions. The conversation will be continued at a meeting in May. Appointments will follow that discussion.

Old Town Office rental

Ann Bove attended to discuss a request to rent the old town office space for her vintage and antique business with Leah Willsey. The group discussed what the uses would be, hours of operation, parking needs, signage, and consideration for lease terms. Ann is interested in a one-year trial of this proposal and wants to open June 1 if possible. Rebecca will follow up about lease terms, the need for an exterminator to address a mouse issue, etc.

Town Appointments

Motion: John Painter moved, Koran Cousino seconded. Approved.

Development Review Board – Three 3-year terms: Rob Liotard, Evelyn Boardman, Luke McCarthy, Dwyer Haney for a 1-year alternate term

Motion: Carin McCarthy moved, John Painter seconded. Approved.

Maple Broadband/ACCUD – 1-year term: Nancy Cornell, 1-year alternate: Rich Warren

Motion: John Painter moved, Carin McCarthy seconded. Approved.

ACRPC – Two regional delegates: Rich Warren, Tom Perry

Motion: Carin McCarthy moved, John Painter seconded. Approved.

AC Solid Waste – Susan Jefferies, Erin Bent

Motion: John Painter moved, Carin McCarthy seconded. Approved.

Tree warden – Tony Porter

Motion: Carin McCarthy moved, John Painter seconded. Approved.

Energy Committee – Two 1-year terms; Robyn King, Rich Warren

Motion: Carin McCarthy moved, John Painter seconded. Approved.

Conservation Commission – Jennifer Lovett

Motion: John Painter moved, Carin McCarthy seconded. Approved.

Emergency Management – Charlene Phelps

For future appointments: AC Transportation delegate, Jerusalem Comm. Ctr Committee, DRB alternate

Current Business

Local Emergency Management Plan – The board reviewed the plan and made changes to contacts and updated information. The plan will be signed by Koran Cousino and Charlene Phelps.

Motion: John Painter moved to approve the Local Emergency Management Plan (LEMP) as amended. Carin McCarthy seconded. Approved.

State Hazard Mitigation Plan municipal survey – The group discussed the questions that were sent to municipalities for input on the State plan. Answers to most of the questions were drafted and Rebecca will follow up with the State contact on remaining questions. The board will review and approve the final answers at the next meeting.

Motion: Carin McCarthy moved to approve the warrants for A/P and payroll as presented. John Painter seconded. Motion approved unanimously.

Review of minutes of 4/4 postponed.

Town Administrator Update

1. Brown Hill FEMA project delayed due to weather
2. AOT 2023 grant application underway – Josh determining projects to propose.
3. BRIC grant – subrecipient grant awarded. Rebecca will follow up with Andrew L’Roe at RPC on next steps.
4. Finance topics – Julie will attend the next meeting to review reconciliation reports, discuss HR questions re: payroll, etc.

5. Financial RFP for audit – two proposals received; review and select at next meeting
6. IT – wiring work to be scheduled for May and router update in June tbc
7. MERP grant (Municipal Energy) - Energy related funding source. Community engagement funds available to spread the word about energy incentives and programs. We would like to hold a late spring community event at the pavilion area that could be supported with some funds from the \$4000 outreach \$ from MERP. That event can hit multiple town goals and provide an opportunity to highlight several projects at once while also gathering input and sharing information about the energy related efforts that are available to community members.
8. ACRPC
 - a. MERP funding to request funds for 2-3 projects (partial funding of library HVAC, Jerusalem Schoolhouse HVAC, and Pavilion solar). There is no guarantee we will receive the MERP funding since we are not in the top tier of priority towns. Maddi and I will prepare the application with help from the EC, library folks, etc
 - b. Building Better Futures grants – perhaps for JCCC, Meetinghouse/preschool; early childhood education programs – infrastructure
 - c. Health Equity funding possible for amenities in the MHPs
 - d. Food shelf building & Pavilion – regional energy and climate projects; small funding stream for projects that are tangible; bike racks for town areas, new appliances for food shelf; will know more after May RPC meeting.
 - e. USDA Community Facilities grant – opportunities to partner with a town NGO
 - f. VCDP – accessibility grants via ACCD – implementation, infrastructure
 - g. Historic funding sources – Key for Jerusalem schoolhouse
 - h. FEMA buyout program for Lewis Creek flood zone area residents – needs outreach
 - i. Flood resilient communities grants – being utilized for the Cota field project with LCA; also for the work at Lazy Brook MHP with ACCT; will be more \$ coming
 - j. Municipal parking lot area – Needs a planning discussion, perhaps at the retreat. RPC can help us put together a plan and seek appropriate funding, mostly through Mike Winslow and stormwater runoff related grants. Rebecca to identify a process, schedule the discussion, and then bring the stakeholders together for input so we can look at this for funding in the next two years. (This will be a large project with impacts on traffic flow and preschool, library and municipal office, and commuter bus stop – requires a lot of planning and long timeline)
9. Grant funding strategy – I want to have a broader discussion about this at the retreat. The library group applied for a grant outside the scope of “library specific” funding streams and raised the question of how we prioritize projects townwide and match with appropriate funding sources and opportunities. Clarification of roles is needed. Rebecca will draft a policy similar to the purchasing policy that provides clear points for check ins with town administration. (i.e. matching fund requirements, easement requirement, longer term commitment from the town pertaining to a building, use, or equipment, etc.) The board agreed that funding conversations and plans need to flow through the Town Administrator to ensure continuity and to keep the board informed of the wide range of fundraising activities. Questions about process should be directed to the TA.
10. Building maintenance plans
 - a. Post office – Windows need replacing before end of June; need contractor
 - b. Municipal office reorganization – sometime in late spring/summer
 - c. Jerusalem schoolhouse railing – needs immediate attention

Zoning updates were provided re: DRB applications and permits that have been applied for.

Mail Review

Letter received from residents re: loose handrail at the Jerusalem Schoolhouse.

Motion: John Painter moved that based on the advice of counsel, the Selectboard hereby finds that premature general public knowledge involving confidential attorney-client communications including professional legal advice concerning a complaint of unpermitted land development, would clearly place

the public body at a disadvantage in probable civil litigation to which the Town of Starksboro may be involved. Carin McCarthy second.

Motion: John Painter moved to enter executive session with counsel and Rebecca Elder to consider professional legal advice and confidential attorney-client communications from counsel involving a complaint of unpermitted land development. Carin McCarthy second. (8:10 p.m.)

Motion: John Painter moved to exit executive session at 8:55 p.m.: Carin McCarthy second. Motion approved unanimously.

Motion: Carin McCarthy moved to enter executive session per 1 VSA S313a3 personnel and/or contract negotiations with Rebecca Elder present. John Painter second. Motion approved unanimously.

Motion to exit executive session at 9:05 p.m.: Carin McCarthy moved, John Painter second. Motion approved unanimously.

Motion to adjourn at 9:06 p.m.: John Painter, Carin McCarthy second. Motion approved unanimously.

Respectfully submitted,

Rebecca Elder
Town Administrator