

Starksboro Selectboard
Minutes of 5/16/23
Unapproved

Board members present: Koran Cousino, Carin McCarthy, John Painter, Nancy Boss, Eric Cota
Others present: Rebecca Elder, Josh Martell, Pete Antos-Ketcham

Koran Cousino called the meeting to order at 5:34 p.m.

Visitor's Business- none

Road Foreman's Report

1. Bridges update – Josh and Rebecca will meet with Jim Cota, AOT District 5 Supervisor, for site visits to State's Prison Hollow Ext. and Jerusalem Road (2 bridges). Josh gave a brief description of the issues with each and what he is hoping to get funding to address.
2. Brown Hill East – FEMA project update: Bid process is underway, Otter Creek Engineering is managing the bids and will provide a recommendation for the Selectboard at the next meeting. The property owners will need to have an alternative for crossing while the work occurs – need assessment of time and options to consider.
3. Brief discussion about other bridges and Class 4 road situations. Bridges and culverts must be maintained per State statute.

Finance position

Julie and Rebecca will meet with the external auditing firm (RHR Smith) on May 30-31. They are preparing materials for the process. Julie will attend the SB retreat to discuss task assignments and other priorities prior to her departure.

The position is advertised online and in the Addison Independent. Further advertising to be considered. Koran will follow up with Robert Turner.

Town Support Officer proposal

Pete Antos- Ketcham has proposed the creation of a "Town Support Officer" position to be appointed by the Selectboard. Through his work with the New Community Project, the firewood bank, and food share programs, he has become aware of the need for coordination assistance for residents who need access to services, especially at times when State agencies and other services are closed or unavailable. The group discussed what the position covers in other towns. It is likely a modest stipend would be offered for the position. The support officer would answer phone calls and possibly emails to help connect residents with support services. The officer would also provide printed materials with phone numbers and resources at local sites such as the Food Shelf, post office, library, and other locations.

The board expressed support for the idea and asked Rebecca and Pete to gather more information and create a description of the position and recommendations. Then the position can be created and an appointment made. Follow up in June.

Current Business

1. Warrants

Motion: Nancy Boss moved to approve the warrants for A/P and payroll. Eric Cota seconded. Motion approved unanimously.

2. **Pavilion update:** The DRB hearing for site plan review of the town pavilion was completed on May 11. The presentation was made by Carin with support from Koran and Rebecca. The DRB voted to approve the proposed site plan and uses. A formal decision will be issued within 45 days.

3. Purchasing Policy Update

Rebecca provided a draft with updated information. No content was changed. The list of persons/positions with permission to make purchasing decisions was updated and some minor edits. This will be considered at a meeting in June after review.

Motion: John Painter made a motion to approve the minutes of 5/2/23 and 5/11/23 with edits as noted. Eric Cota seconded. Motion approved unanimously.

Motion: John Painter moved to approve the mowing contract for all municipal areas (excluding Cota field) from Scenic Valley as quoted for 2023. Nancy Boss seconded. Motion approved unanimously.

Motion: Nancy Boss moved to approve the quote from Rick Davis for maintenance and refinishing for the rear porch entrance of the Town Clerk's office in the amount of \$1180. John Painter seconded. Motion approved unanimously.

Town Administrator Update

1. New form to request time on the SB agenda: [Selectboard meeting request](#)
2. Financial Audit preparation
3. Building maintenance plans
 - a. Post office – Koran and Rebecca following up for site visit for contractor
4. Rental space follow up – on hold; planning for repairs with existing funds for major maintenance
5. Reimbursement policy –Drafting a policy for review
6. Portolet by commuter shed – we will provide this service to the town residents and visitors.
7. Mowing around garden – Town paid for initial clean up. The garden folks can continue mowing using the mower purchased last year and for which we paid for annual cleaning/repair.
8. New USPS postage rates announced effective July 1 - \$.66 first class which is +5.4% (\$.63 with our new postal machine). This will impact large mailings such as taxes.
9. Road crew overtime information provided for considering summer temp position

Zoning Update

Nancy and Rebecca provided updates on key conversations and zoning projects in town. They will go on site visits next week. There is a steady stream of permit applications now in the building season and some DRB applications are expected.

Retreat plan

Meeting location will be the Boss residence on Ben Roberts Road. Rebecca will send out the agenda. The goal is to focus on larger conversations, policies, and annual work plan.

No executive session needed.

Motion: Eric Cota moved to exit Executive Session at 7:29 p.m. John Painter seconded.

Motion approved unanimously.

Motion to adjourn at 7:29 p.m.: Nancy Boss moved, John Painter seconded.

Motion approved unanimously.

Respectfully submitted,

Rebecca Elder, Town Administrator