

Starksboro Selectboard Meeting
Minutes of 5/17/22
Approved

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

The meeting was called to order at 6:05 p.m. by Koran Cousino at Town Clerk's office and via Zoom.

Motion: Nancy Boss moved to enter executive session per 24 VSA for personnel interviews at 5pm. Eric Cota second. Rebecca Elder was invited into the session. **Motion approved unanimously.**

Motion: Nancy Boss moved to exit executive session per 24 VSA for personnel interviews. Eric Cota second. **Motion approved unanimously.**

Road Crew Interviews were conducted in Executive Session. No action was taken.

Additions/Removals

None

Sam Stokes Road – Request from Jennifer Lovett

Jennifer Lovett attended to request the board's consideration to change the status of a portion of Sam Stokes Road in South Starksboro where the unused Class 4 road goes through the Lovetts' property. Board members looked at Google Earth maps to see the portion of road in question. A similar request had been made more than 10 years ago by the previous owners of the property.

Koran stated that though the board had recently done a site visit of the road for a different request related to snowmobile trail use, the group wants to make a site visit to walk to section of road and understand the impacts of any decision. A site visit will be scheduled in the future.

Road Report

- Continue waiting on FEMA updates – Info expected from Otter Creek Engineering
- Interviews conducted for Foreman and crew positions. Advertising on hold; resume if needed.

Warrants for Orders and Payroll

Motion: Eric Cota made a motion to approve the warrants as presented by the Treasurer. Nancy Boss second. **Motion approved unanimously.**

Current Business

Treasurer's Report

Mark provided a report on key spending and expected expenses in prep for end of fiscal year. Brief discussion about personnel policy related to part-time employees and holiday pay. Mark gave the board financial comparison of the impact of changing current policy (i.e. holiday pay received on scheduled days of work) vs. policy change to pro-rated # of holidays hours paid based on regular number of hours worked (not tied to schedule). Currently, one part-time employee does not receive any holiday pay because of a flex schedule which the policy does not address. Board will consider changes to policy.

Jerusalem Schoolhouse contract

The contract has been reviewed by town's legal counsel and only two questions remained re: timing of work and whether a bond was needed. The board decided that the work has been approved and budgeted in current fiscal year. The funds for the project should be reserved and ear-marked for 50% to be paid at the beginning of project and 50% upon completion. A bond is not needed due to the security of final payment begin delivered when project is done.

Consider "Clerk of the Works"

The JCC Committee recommended and requested the appointment of a "clerk of the works" to help manage the details of the roof project at the schoolhouse. Tom Estey is willing to serve in this capacity. The board will consider a stipend to compensate this project-limited position. Amount to be determined.

Administrative & Town Clerk updates

- Land records digitizing – Amy confirmed that the next phase of scanning of the land records can begin soon. Board approved at a previous meeting and some ARPA funds will be applied to this.
- New locks for office doors – Amy and Rebecca will research and find keypad coded locks.
- IT security – Rebecca met with VC3 project manager Daniel Jones who visited the town office. New WIFI equipment to be installed to improve connectivity within the building and will be upgraded to commercial grade devices. A few additional security measures are being implemented for Jan. 2023 to meet the recommended guidelines from PACIF insurance and VLCT.
- Application for support for Jerusalem Schoolhouse project to Rep. Welch's office for FY23 appropriations was not approved.

Minutes Review

Motion: Nancy Boss moved to approve the minutes of 5/3 as presented. Eric Cota second. **Motion approved unanimously.**

Retreat planning

- Policy review and plan for updates
- Planning for projects and long-term goals
- Review meeting protocols – learning from recent situations and improving process for future
- Debrief annual processes – Town Report, budget development, policy review and interpretation
- HR matters and staffing

Selectboard Roundtable - none

Executive Session

Motion: John Painter moved to go into Executive Session at 7:30 p.m. per 1 VSA 313(a)(3) to discuss personnel matters. Eric Cota second. Rebecca Elder and Amy McCormick were invited into the session.

Motion approved unanimously.

Motion: Eric Cota moved to end the Executive Session at 8:10 p.m. Nancy Boss second. **Motion approved unanimously.**

Decisions: Job offers to be made to candidate A and B, one for Road Foreman and one as Road Crew. No other actions were taken.

Motion: Nancy Boss moved to adjourn at 7:25 p.m. Carin McCarthy second.

Motion approved unanimously.

Respectfully submitted,
Rebecca Elder
Selectboard Assistant