

Starksboro Selectboard Meeting  
Minutes of 5/31/22  
Unapproved

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**Board members present:** Nancy Boss, Carin McCarthy, Eric Cota, Koran Cousino  
**Others present:** Rebecca Elder

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The meeting was called to order at 6:00 p.m. by Koran Cousino at Town Garage and via Zoom.

### Additions/Removals

None

### Annual Planning

The Board reviewed the annual calendar and dates.

- Discussion of policy reviews and plan for updates – Personnel policy first
- Planning for projects and long-term goals
- Reviewed meeting protocols and goals for improving process in future
- Debriefed annual processes – Town Report, budget development, policy review and interpretation
- HR matters and staffing updates:
  - The Selectboard accepted Mark Kinsley's resignation as Treasurer on May 26, 2022.
  - The job description needs to be reviewed before the position will be posted. Nancy will review and make recommendations.
  - Board also discussed hiring an accountant and payroll service. Research will be done on local PCAs and firms that might be interested in municipal accounting work.
  - Highway Department: Josh Martell was hired as the new Road Foreman and will begin 6/6/22. Robert Briggs was hired as a Road Crew member and will begin 6/13/22.

### Bank Account and Check Signing

With the treasurer's resignation, the town clerk is the only remaining check signer. For redundancy and to provide support for the town clerk, the board decided to add the Selectboard Assistant to the signers.

**Motion:** Nancy Boss made a motion to add Rebecca Elder as a signer for the Town's checking account with Community Bank N.A. John Painter seconded the motion.

**Vote:** Motion was approved unanimously.

### Policy review planning:

- Personnel policy – John and Koran will lead; bring suggestions to the group; high priority areas include vacation and holiday policy, benefits, IT section in conjunction with stand-alone policy.
- Social media policy – Eric and Rebecca will lead; Eric will get a copy of Bristol's policy for reference; Rebecca will share model policy outline from VLCT.
- Sexual harassment policy – Carin will lead; also to be incorporated into personnel policy
- Inclusivity Statement – The group discussed how and where an inclusivity statement could be used to make Starksboro a welcoming town for all people. The group agreed that drafting a statement that would stand on the website is a starting point and other ideas can be considered in the future. Rebecca send Carin VLCT's info on creating a statement.

**Discussion about community events** – Board members agreed that events pre-Covid pandemic were a highlight of life in Starksboro from pancake breakfasts to the Harvest Supper and other events in between. As health conditions allow more in-person gatherings again, the board brainstormed ideas for events in 2022 and 2023. The Sugar on Snow event was well attended and received – Koran will ask Keegan Tierney if that will be held in the spring. A summer picnic and outdoor social gathering was a favored idea – event to be hosted by the Selectboard. Consider format and what can be offered – perhaps games and food at both Cota field pavilion and at the new in-town space behind the town clerk's office. Carin suggested having food trucks to help relieve volunteers from food responsibilities. Focus on games and fun. Live music. Activities for all ages. Goal of at least 4 community events per year to foster sense of community and getting to know neighbors.

Snowmobile final decision needs to be written. John will write a draft and share with the group then send to Jim Carroll for review. Rebecca will send John sample decision format for reference.

**Office and committee updates:**

Discussion about having monthly alternating reports from the Road Foreman and Town Clerk. Reports from committees are needed. Conservation Commission to attend next meeting. Invite Energy Committee for meeting in July.

**Motion:** Eric Cota moved to adjourn at 8:30 p.m. Carin McCarthy second.

**Motion approved unanimously.**

Respectfully submitted,

Rebecca Elder  
Selectboard Assistant