

Starksboro Selectboard meeting
June 18, 2024
Unapproved

Board members present: Koran Cousino, John Painter, David Schmidt, Eric Cota, Carin McCarthy
Others present: Rebecca Elder, Amy McCormick, Nancy Boss, Katie Antos-Ketcham, Susan Thompson, Alex Davis, Josh Martell, Elise Shanbacker (AHW)

Koran Cousino called the meeting to order at 5:36 p.m. at the Starksboro Town Clerk's office.

Review agenda:

Visitor's Business

Road Foreman's Report

- The new tandem truck arrived and was picked up today.
- There is a hole in the roof at the garage that needs to be fixed. An estimate for \$4K repair was received. The board requested additional quotes for the repair. It is a membrane roof with a tear in it. Water is coming down through the insulation and is getting into the oil containers.
- Koran asked who did the original installation and if there is a warranty. It is less than 10 years old
- Compressor to the heat pump blew up: replacement estimate is up to 10K. The whole system is outdated and needs to be moved to a different place for efficiency and safety (mini-split head in office leaks and dumps water on the desk). The breakroom unit also isn't placed correctly and should be moved when this replacement/repair work occurs. Josh will collect additional quotes for the work needed and bring back to the board.
- The crew is working on 14 segments for ditching and road repairs.
- Part-time seasonal crew member starting July 1.
- There has been additional traffic going in and out of the pit that disrupts town work and trucks. Josh asked to place a no trespassing sign to prevent unauthorized visitors to the pit area.
- Summer mowing – Josh asked to hire a fifth seasonal crew member to mow the roadsides. This would allow more work to be done during the summer months and free up Paul for work on the roads. This would be a part-time, seasonal position that does not require a CDL, no drug testing pool. Request is for 20 hours a week. The board asked for a formal application from anyone interested as well as proof of insurance and work history. Josh will report back at next meeting.

Addison Housing Works

Elise Shanbacker, Executive Director of Addison Housing Works (formerly Addison County Community Trust), attended to revisit a conversation with the Selectboard about a community block grant application. AHW is interested in pursuing a grant to support additional infrastructure work in the mobile home parks. The town must be the applicant. AHW has made a lot of progress getting the parks on stable financial footing. Infrastructure investments and maintenance include: pumping all septic systems over the last 3 years; installed a new well in 2012.

Applications are due in April 2025 : AHW would need to know by January if town is committed to the process. Discussion covered how much administrative and grant support would be needed, the role of a town employee as the municipal authorizing official (MAO), and how the funds are used and applied. If there is a cost overrun for the project, AHW would go back to the funder to seek additional support – the burden would not fall on the town.

The board expressed general support. Elise will provide an estimate of admin/grant time needed to support the process. Carin also noted the need for attention to the physical layout of the parks and awareness of structures that contribute to fire safety concerns.

Elise will follow up with the board again in November to determine if the application can be supported by the town for 2025.

Library/Town Hall project update

Katie Antos-Ketcham, Susan Thompson, and Alex Davis attended to follow up on the items needed to proceed to bid for the accessibility lift project for the town hall. Due to the cost of the project a sealed bid selection process is required. The group discussed information needed in the RFP, schedule for advertising, questions, review of bids, and selection process. Once final sealed bids are received, the selectboard will award the bid. Susan will prepare the draft ad and RFP and will send to Rebecca for review and posting. The ad will run in the Addison Independent, be posted in town, and on various bid sites including VLCT. The next step will be to advertise for contractor services for the accessibility improvements planned for the building. Alex will create a basic drawing that would show the builder what is needed. The Selectboard asked for contact with Engineering Ventures for an engineering report on whether the building can house the lift safely. Susan and Katie will follow up on this task.

Current Business

1. **Financial year-end:** FY24 will be closed out on 6/30. The required childcare contribution has been set up through payroll via NEMRC.
 - a. Nancy will confirm that transfers from the emergency reserve occurred for the loader repairs and the State's Prison Hollow Ext bridge repair.
2. **FY25 annual wage adjustments:** the board budgeted for 5% increases in the approved budget. COL increases will be applied after discussion at the next meeting with input from the Road Foreman.
3. **Creekside Trail mowing:** In the past, Norman Cota has mowed the trails with use of a tractor and mower donated by a community member. Availability of equipment has changed and the Conservation Commission recommends hiring N. Cota at a rate of \$30/hour using his own mower. The board approved.
4. **Purchasing Policy:** Koran lead with some suggestions for edits to the amounts for levels of purchases. The group also reviewed changes to the threshold language to ensure consistency among federally funded projects and local projects. Rebecca will incorporate the edits as discussed and bring back to the next discussion for review and approval.
5. **Village Center Designation process**
 - a. **Motion:** Carin McCarthy made a motion to approve the application for Village Center Designation for the Town of Starksboro. John Painter seconded.
Motion approved unanimously.
6. **Town Office updates:**
7. **Motion:** John Painter moved to approve the warrants for payroll and A/P as presented. David Schmidt second. **Motion approved unanimously.**
8. **Mail review:** Sheriff's contract for FY24-25
 - a. **Motion:** John Painter moved to approve the contract from the Addison Co Sheriff for services for FY24-25. Carin McCarthy seconded. **Motion approved: 4 yes, 1 no**
9. **Motion:** David Schmidt moved to approve the minutes of 6/4/24 with one correction. Eric Cota seconded. **Motion approved unanimously.**
10. **Selectboard roundtable**
 - a. Dust on dirt roads – Koran received a call from a resident on Lafayette Rd with concerns about dust. Road crew applies chloride to the roads as needed.

- b. Parking lot by municipal office – There is interest in re-starting the conversation about paving and redesigning the municipal parking area. A conversation with stakeholders needs to be scheduled to gather input.

Motion: Carin McCarthy moved to enter executive session per 1 VSA §313(a)(3) to discuss personnel and contracts after having determined that premature general public knowledge would clearly place the municipality at a substantial disadvantage. Eric Cota seconded. Rebecca Elder was invited into the session. **Motion approved unanimously.**

Motion: Eric Cota moved to exit executive session at 8:55 pm. Carin McCarthy seconded.

Motion approved unanimously.

No action was taken.

Motion: John Painter moved to adjourn at 8:58 pm. Eric Cota seconded.

Motion approved unanimously.

Respectfully submitted,

Rebecca Elder, Town Administrator