

Starksboro Selectboard  
Minutes of 6/20/23  
Unapproved

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Board members present: Koran Cousino, Carin McCarthy, John Painter, Nancy Boss, Eric Cota  
Others present: Rebecca Elder, Peg Casey, Adam Morse (FOTW)

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Koran Cousino called the meeting to order at 5:30 p.m.

#### Visitor's Business

Adam Morse, Director of Fellowship of the Wheel (FOTW)

Adam contact John and Rebecca about seeking permission from the Town for a cycling event on October 8, 2023. The event was held for the first time last year. It originates from the VTerra Farm on Cemetery Road in Starksboro. The event was well attended and conducted without any issues in 2022. The Selectboard gave approval for the event again in 2023. A certificate of insurance will be provided, advanced notice of the route and times will be available on the town website and will be put on FPF by the sponsors in advance of the event.

#### Pavilion Update

Peg Casey attended to inform the Selectboard of the current status of fundraising and the remaining expenses required to complete the construction of the Town Pavilion. All funds raised have been used for materials. As of today, the excavation, electrical installation, and the stonewall are all paid for and completed via donations of funds, labor, and materials. Trent Roleau has completed the erecting of the structure but a roof is still needed. Quotes have been received for a tin roof (\$6150) and estimates for a standing seam roof. Discussion continues about the best choice for longevity as well as potential solar panels. If solar is installed on the roof, there will be additional electrical expenses to complete.

**Motion:** Nancy Boss made a motion to authorize \$9880 to be expended from the ARPA fund for the materials and labor to erect the Town Pavilion as directed. John Painter seconded.

**Vote:** Motion passed unanimously.

#### ARPA Discussion continued

Board members reviewed notes from last meeting and talked about how to proceed with gathering more information on a few of the more complex proposals.

There was brief discussion about the library projects and ADA accessibility. The space(s) in front of the building may not be feasible or allowed by the State in the current configuration due to the proximity to Route 116. The front doors open out to traffic which is also an issue. Invitation will be extended to Katie Antos-Ketcham and Susan Thompson about the library proposals (ADA questions, quotes for work, vetting of contractors, survey info from living room sessions, and boundary discussion re: egress). Questions include: What grant applications are still outstanding or to be submitted? How will the recent \$20K grant be applied toward proposed projects? The board agrees that ARPA funds should be used as seed money for other grants that are library specific. Follow up discussion needed regarding the HVAC system proposal (invitation to Richard Faesy and Robyn King) and review of input from Pete Antos-Ketcham.

Meetinghouse and Starksboro Pre-school request: Invitation to Keegan Tierney and Susan Pare for next meeting to answer questions about their proposal.

Starksboro Village Water Coop request: Invitation to Rick Davis for next meeting to answer questions and provide additional historical information and context.

## Current Business

1. **Audit update** – none; waiting for next visit to be scheduled

2. **Warrants**

**Motion:** Nancy Boss moved to approve the warrants for A/P and payroll. John Painter seconded.

**Vote:** Motion approved unanimously.

3. **Minutes** – postponed to next meeting

4. **Finance Update** – Fiscal year ending 6/30/23; Julie will be closing out the year. She is working with NEMRC and Robert Turner for final reconciliation. Additional updates will be provided prior to her last day on 7/13.

5. **Town Administrator update**

- **Office** – New wiring and outlets were added to the conference room and back offices to allow for more flexibility and reorganization of interior spaces for increased functionality. A new router was installed along with wifi hot spots for expanded coverage in the building. A guest wifi access was added for security.
- **Road crew seasonal position** – Josh has a potential candidate interested in working as a seasonal part-time road crew member. The board asked for additional details, references, requested rate of pay, and schedule of availability for them to consider at the next meeting.
- **HR/staff reviews** – Road Foreman annual review conversation to be scheduled with Eric and Rebecca. Town Administrator is up for 6-month review – to be scheduled with 2 board members.
- **PO maintenance** – Windows to be measured and ordered before end of the fiscal year; installation when contractor is available. Entry floor to be done at the same time if possible.
- **Grant project updates** – Carin put together an application to the Walter Cerf Foundation to support the final work needed on the Town Pavilion project. The Town will receive funding from the State of Vermont for needed maintenance on two bridges on Jerusalem Road. Rebecca and Josh are seeking funding to help support immediate repairs needed on the State's Prison Hollow Ext. bridge. MERP community capacity mini-grant application was submitted.
- **Zoning** – Rebecca emailed links to the [VLCT legislative wrap-up](#) for 2023 and noted areas for board members including changes to process for bylaw review and approval; changes from [S.100](#) that affect local zoning density and what is permitted. Nancy is working in the office part-time and is available by appointment for zoning meetings.

6. **Mail review**

7. **Selectboard Roundtable**

- **Events** – plan for next event in the Fall; select a date and advertise. Ideas include another cooking contest/award; fall activities such as pumpkin carving and painting.
- **Painting** – Town buildings need to be checked and schedule made for future; Food shelf building needs painting and siding repairs. A community painting party could be a fun volunteer event to consider.

## Executive Session

**Motion:** Eric Cota moved to enter executive session per 1 VSA §313a3 to discuss personnel and potential contracts, with Rebecca Elder present. John Painter seconded. **Motion approved unanimously.**

**Motion:** Carin McCarthy moved to exit executive session at 8:14 p.m. John Painter seconded. **Motion approved unanimously.**

No action was taken as a result of executive session.

**Motion to adjourn at 8:15 p.m.:** Nancy Boss moved, Eric Cota seconded.

**Motion approved unanimously.**

Respectfully submitted,

Rebecca Elder, Town Administrator