

Starksboro Selectboard meeting  
June 4, 2024  
Approved

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**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, Adam Lougee (ACRPC), Dennis Casey, Alexsys Thompson

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

**Review agenda:** Addison Housing Works discussion was moved to June 18 meeting.

## Public Hearing – Starksboro Municipal Planning Consultation

Addison Co. Regional Planning Commission Executive Director Adam Lougee attended to discuss with the Selectboard what services the RPC can provide for the town and boards. The RPC schedules these meetings with towns a few years prior to the expiration of the Town Plan. There was discussion about our current town plan and what additions or changes might be considered in the next update.

- Dennis Casey asked about the effects of the proposed legislation that would establish a “tier” system for all land development in Vermont. If the bill goes into effect, there will be a study done to determine the tier structure and boundaries. Since Starksboro has much of its available land in the Forestry Conservation district, this system may restrict uses or development in areas where those activities may currently be allowed.
- Carin inquired what sorts of training the RPC offers for municipalities. They offer a wide variety including zoning/PC land use training; inter-board dynamics; ADUs; specific zoning issues; emergency management and hazard mitigation plans; and training for road crew. Carin asked if there are trainings related to oversight and management and checks and balances.
- There was brief discussion of the Rural Water program and if it could be helpful for Starksboro. They state they offer forgivable loans. Bristol has some experience with this program.

The hearing concluded at 6:15 p.m.

## Visitor's Business

Katie Antos-Ketcham, Susan Thompson, and Alex Davis attended to request permission from the board to proceed with the town hall lift installation project. The group discussed the current status of funding – two grants received for this work (ALA and Arts Council) – and what next steps are required. Due to the cost of the project, the Selectboard said a sealed bid process is required. This is outlined in the purchasing policy. Discussion included use of local contractors for in-kind services, seeking a project contractor, timeline for posting RFB/RFP, and seeking extensions from funders.

Time will be reserved at the next meeting to continue discussion. The board asked for the documents to be prepared for the sealed bid process and will be reviewed at the next meeting before posting.

## Current Business

1. The board was provided with budget summary reports with comments and notes from Nancy and Rebecca on various line items. Expenses are on track in most categories. Health insurance costs exceeded the anticipated expense due to staff changes. The highway budget is on track for year end.
2. **Motion:** Eric Cota moved to appoint Tom Perry and Herb Olson as the ACRPC Regional planning delegates. Carin McCarthy second. **Motion approved unanimously.**
3. **Motion:** Carin McCarthy moved to appoint Charlene Phelps and Dan Kuzio as delegates to the Regional Emergency Management Committee. Eric Cota second. **Motion approved unanimously.**
4. **Motion:** John Painter moved to appoint Robyn King to the Energy Committee for a one-year term. Eric Cota second. **Motion approved unanimously.**
5. **Purchasing policy review:** The group discussed the changes that are needed as a result of the recent VT-DPS grant audit. Board members will review the policy language before the next meeting and will edit on June 18.
6. **Town Office updates:**
  - a. Village Center designation – The process is moving forward. Rebecca will meet with two RPC staff members to complete the mapping of the village center and provide photo documentation in support of the application.
  - b. Village Trust Initiative letter of inquiry – Submitted by Keegan Tierney on behalf of a group of interested stakeholders in the community. If the town is invited to submit a complete application, further discussion will occur to determine the best path forward to benefit multiple projects in Starksboro.
  - c. Town Hall accessibility project – see above
7. **Motion:** Eric Cota moved to approve the warrants for payroll and A/P as presented. Carin McCarthy second. **Motion approved unanimously.**
8. **Motion:** Carin McCarthy moved to approve the minutes of 5/7 and 5/21. John Painter second. **Motion approved unanimously.**
9. Mail review: National Opioid settlement distribution for Starksboro is \$23.39

**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 9:15 pm. Carin McCarthy seconded. **Motion approved unanimously.**  
No action was taken.

Respectfully submitted,

Rebecca Elder, Town Administrator