

Starksboro Selectboard Meeting
Minutes of 6/7/22
Unapproved

Board members present: Nancy Boss, Eric Cota, Koran Cousino, John Painter
Unable to attend: Carin McCarthy
Others present: Rebecca Elder, Amy McCormick, Danielle Hubble

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

Finance Updates

New Haven Treasurer Danielle Cummings Hubble attended. She is helping Starksboro temporarily with financial reporting and other tasks. After reviewing the financial statements and accounts in NEMRC, Danielle had several recommendations. She advised the town contract with NEMRC for a one-day session to evaluate the funds, the last audit recommendations, and other system improvements.

Motion: Nancy Boss moved to hire NEMRC for accounting assistance for up to 8 hours on site at a cost of \$1160. Carin McCarthy second. Danielle will coordinate and Rebecca and Amy will be available for help and questions. **Vote:** Motion approved unanimously.

Warrants for Bills, Orders, and Payroll

Motion: Nancy Boss made a motion to approve the warrants as presented with exclusion of one item (CV Fuels) due to error. Eric Cota second. **Vote:** Motion approved unanimously.

Conservation Commission Update

Margi Gregory attended and gave a brief update on the activities of the Cons. Comm. They applied for and received a grant from RISEVT for \$1000 to support creation of botanical signage to identify 28 plants and herbs along the walking trail. Information will also be available online. The Cota trail is the only botanical trail in Addison County.

Margi also mentioned the hope to bring younger people onto the CC, as well as new members of all ages. Anyone interested can get in touch for more information on how to participate.

Town Clerk and Administrative Updates

Discussion about printing of August primary ballots. Amy is waiting on final language from Herb Olson for the MAUSD withdrawal ballots. Starksboro is responsible for distributing to the other towns in the district. Print quantity #3500.

Motion: Nancy Boss made a motion to print the ballots in house. John Painter second.
Vote: Motion approved unanimously.

IT onboarding for Josh Martell. Rebecca will connect with Josh about email access and other garage IT. Tom Estey to help with training on the foreman's systems and reporting as well.

Warrants for Bills, Orders, and Payroll

Motion: Nancy Boss made a motion to approve the warrants as presented. John Painter second.
Vote: Motion approved unanimously.

Rebecca sent the Class 4 Road policy to board members to review for a future meeting.

Personnel policy review

Discussion of the various sections in need of updates and clarification. Board revised vacation accrual for employees in year one. Also revised holiday pay compensation for part-time employees. New language provides equity among positions regardless of assigned workdays and will now be based on # of hours regularly worked (percentage based). Further revisions to be discussed at next meeting.

Minutes review

Motion: John Painter made a motion to approve the minutes of 5/17 and 5/31 with corrections (Add JP to attendees for both dates and add end time for 5/17). Nancy Boss second.

Vote: Motion approved unanimously.

Selectboard Roundtable

Carin provided an update on the Town Pavilion project. The group would like to have a fundraising thermometer visible for the community. They also plan to print the design and building info to put out at the library, at the book wagon, and on the town website. Discussion of whether a donation button on the website would be appropriate. Nancy said the town would need to consider if that would be done for all town projects. No decisions made.

Rebecca and Amy are working on online payment system for all types of municipal fees and taxes and will update the board soon.

Housing inspections and local issues – The Selectboard will talk with the Planning Commission about hosting a focus group on local housing issues.

John is drafting a statement for the board to review for the final Findings and Conclusions on the request from the Mt. Abe Snowmobile Club for access to town roads. To be review at future meeting.

HR/Personnel

Motion: John Painter made a motion to authorize Koran Cousino to sign the employment letters for new employees Josh Martell and Robert Briggs. **Vote:** Motion approved unanimously.

Treasurer position: Nancy is calling other towns to discuss various approaches on One resume has been received and the person will be invited to a meeting in July. Danielle is able to help for the short term.

Executive Session

Motion: Nancy Boss made a motion to go into Executive Session at 8:10pm to discuss personnel matters. Eric Cota second. **Vote:** Motion approved unanimously.

Motion: John Painter made a motion to exit Executive Session at 8:35. Carin McCarthy second.

Vote: Motion approved unanimously.

No action was taken because of the Executive Session.

Motion to adjourn: Eric Cota moved to adjourn at 8:35. John Painter second.

Vote: Motion approved unanimously.

Respectfully submitted,

Rebecca Elder
SB Assistant