

Starksboro Selectboard meeting  
July 2, 2024  
Unapproved

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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, Luke McCarthy, Tom Estey

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Koran Cousino called the meeting to order at 5:33 p.m. at the Starksboro Town Clerk's office.

Review agenda: none

Visitor's Business: none

### Road Foreman's Report

Garage roof – Leak has been addressed. The installer of the original roof returned to patch the area that was damaged.

Seasonal road crew member for mowing – application received; Selectboard to consider.

### Jerusalem Community Center and Fire Station #2

Luke McCarthy and Tom Estey attended to discuss the status of Fire Station #2 project and how to proceed. The group talked about the need for a clerk of the works or a lead to coordinate the various aspects of work needed. John contacted a builder in Monkton who might consider the project and will connect him with Tom Estey. Tom will ask local lumber companies for an estimate of the materials needed for the fire station building. The group wants to proceed with pouring the concrete and getting the shell of the structure up so that the fire truck can be protected.

The board will keep this project on the agenda for a regular check in to keep the project moving.

### Current Business

1. **Consider ARPA resolution:** Rebecca spoke with Katie Buckley from VLCT and determined that an additional motion is required regarding the designation of use of funds. The group reviewed the language in a draft resolution and compared with other towns. More information is needed before finalizing the resolution language. This was tabled for a future meeting in early fall.
2. **Childcare contribution:**  
**Motion:** John Painter moved to approve that the Town will cover the .44% required contribution. Carin McCarthy second. **Motion approved unanimously.**
3. **FY25 annual wage adjustments:** to be discussed in Executive Session.
4. **Village Center Designation:** Application has been submitted and the review meeting is scheduled for July 22. Rebecca will attend to represent the Town.
5. **Town Office updates:** Food shelf heat pump needs to be replaced and should be considered after the energy assessment is received. Food shelf roof needs to be replaced this year – significant rotting has been noted. The zoning files are being reorganized and new labels to reflect the new parcel numbers that are in effect.
  - a. Purchasing policy – Edits were required for compliance with the State audit. Language needed has been inserted along with references to the appropriate rules for federal funding. The audit was performed by the Dept. of Public Service associated with the BRIC grant.

- b. All changes were reviewed and the group agreed they will be reflected in the new policy. Rebecca will compile and bring the final version to the next meeting for approval.
6. **Motion:** Eric Cota moved to approve the warrants for payroll and A/P as presented. David Schmidt second. **Motion approved unanimously.**
7. **Mail review:** none
8. **Motion:** John Painter moved to approve the minutes of 6/18/24 with one correction. Carin McCarthy seconded. **Motion approved unanimously.**

**Motion:** John Painter 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.**

**Action taken:**

**Motion:** Eric Cota moved to approve annual wage increases at 5% for all road crew and staff and 8% for the town clerk. John Painter second. A plan for implementing a formal performance evaluation will be created this year.

**Vote:** 3 yes (JP, KC, EC), 2 no (DS, CM) **Motion carried.**

**Motion:** John Painter moved to adjourn at 9:20 pm. Eric Cota seconded. Motion approved unanimously.

Respectfully submitted,

Rebecca Elder, Town Administrator