

Starksboro Selectboard Special Meeting
Minutes of September 13, 2022
Unapproved

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

The meeting was called to order by Chair Koran Cousino at 6:30 p.m. at the town clerk's office and via Zoom.

FEMA Project contract for Ben Roberts Road

The town's project manager, Otter Creek Engineering, completed the bid process for the Ben Roberts culvert replacement project. Six bids were received. Brent from OCE reviewed the bids and provided his recommendation along with supporting financial comparison of the bids.

Motion: Carin McCarthy made a motion to accept the recommendation of Otter Creek Engineering to approve the bid received from ECI for \$47,177. John Painter seconded.

Vote: Motion approved 3 yes – CM, JP, KC; Nancy Boss recused.

Town Administrator planning discussion

A draft job description was circulated prior to the meeting for review. It was created based on JDs from other similar sized towns around Vermont. The board discussed what might be missing from the draft presented.

- The group talked about what the decision-making authority will be for the position. The value for the Selectboard is being able to trust someone to do the job well. John said there will be checks and balances in place and an emphasis on working cooperatively and collaboratively.
- It will be crucial to ensure proper description of duties expected and clarity of roles within the town office. The town administrator should act in the best interest of the broader interests for Starksboro and with leeway to work and make decisions within the scope of duties assigned.
- Grant administration experience is essential; the board will need to be clear about priorities for the town and grant opportunities that will serve the broader community.
- Look at historical behavior and foster a healthy working environment—encourage work/life balance and taking time off when needed. Avoid overwork.
- The schedule ebbs and flows with increased work around the town budget process and the town report production.
- Look at a threshold for when additional work is timed – look at the big cycles and annual planning calendar.

Planning & timeline:

The board discussed whether the position could be combined with the zoning administrator position for a full-time job. In some ways, this might make the position more attractive as it would provide full benefits. However, they are two higher stress positions, and the goal is to avoid burnout and to anticipate the possibility for expanding the TA position's hours and scope of work in the future. The positions also require a different skill set. ZA position will be advertised separately for 15-20 hours per week.

- Create ad by 10/4
- Interviews on 11/1 or 11/8

- Next steps: Finalize job description based on tonight's conversation. Find out costs for health insurance benefits.

Motion: John Painter moved to go into executive session to discuss attorney-client communications made for the purpose of providing professional legal services to the body. Nancy Boss second.

Motion approved unanimously.

Motion to exit executive session at 8:31 p.m.: Carin McCarthy moved, John Painter second.

Motion approved unanimously.

No action was taken as a result of the executive session.

Motion to adjourn at 8:35 p.m.: John Painter moved, Nancy Boss second.

Motion approved unanimously.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant

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