

Town of Starksboro
Selectboard minutes
September 18, 2018
Unapproved

Board members present: Koran Cousino, Eric Cota, Peter Marsh, Keegan Tierney, Tony Porter
Others present: Celine Coon, Rebecca Elder, Andrew Graham

The meeting was called to order at 5:32 p.m.

- Andrew Graham attended the visitor's business portion of the meeting regarding his application for an accessibility permit. The board reviewed the permit and map, the approved.
- Thacher Hurd/Dudley Leavitt accessibility permit application for Varney Hill Rd. – Tom needs more information before approving. He will connect with Dudley.
- Atkinson accessibility permit application for moving his driveway around the corner on Shaker Hill was approved.

Truck Loans - Celine Coon

The total is \$212,000 – voted on at Town Meeting in March – the note is payable in 5 years. Municipal borrowing available at 2% but would need to have 25% to put down as payment at the outset. If a major piece of equipment were needed and purchased together with another town, municipal borrowing rate would be 0%.

Motion: Tony Porter made a motion to approve the notes for R1 (\$45,000) and R2 (\$167,000) with an interest rate of 3.67% totaling \$212,000, to be paid from the Road Equipment Reserve Fund. Peter Marsh seconded.

Vote: All in favor

The loan will be paid off in 5 years.

Financial Updates – Celine Coon

Celine Coon presented the board with some new draft reports from the NEMRC fund accounting system that is now being used by the Town.

- She reviewed recommendations from the NEMRC consultant who has helped set up the system.
- The general fund surplus is currently at its maximum amount allowed.
- In 2017, the paving reserve fund was established – funds went in 7/1/17 and 7/1/18.
- Celine has provided Susan Jefferies will all the data from FY17-18 to begin preparing the budget report for Town Meeting.
- There is a capped limit of 2% of the general fund budget that can be placed in the reserve fund.
- Major maintenance budget has been spent for this year on painting and the porch/entry replacement on the Town Clerk's office. There are still projects that need to be completed in this fiscal year including the vault roof replacement and addressing the issues in the Listers' office.
- For planning purposes, Celine will be here for 3 wks in November, as well as the first week of December. She will be available for the month of January for budget preparation.

Personnel Policy Review

(continued from 9/4/18 meeting)

Sec 11 - The board needs to draft a CMV policy.

- Get VLCT template and Bristol's policy for reference

Sec 13 – Annual job review: Starksboro’s current policy calls for a once-per-year review but they are not being conducted regularly. For comparison, Bristol also uses the annual review model but completes reviews before June so that raises can be implemented by July 1 (start of fiscal year).

Sec 14 – Rebecca to provide sample copies of evaluation forms from VLCT and other towns.

Sec 15 – Use of equipment: The group discussed various aspects of potential uses of equipment.

- Include: “At department head’s discretion...”
- Remove “or property” Remove “is strictly prohibited.”

Begin at Section 17 for next discussion.

Town Plan project

Motion: Peter made a motion to approve the Starksboro Town Plan as presented by the Planning Commission. Tony Porter seconded.

Discussion: Peter hopes that once we have an approved plan, that the PC will be able to do the fixes needed to the Bylaws to help ensure clarity for the town’s regulatory document. The board understands the PC has been examining the Bylaws and identifying areas for improvement or improved language. Eric expressed concern about EV (electric vehicle) charging stations and whether the Town would be responsible for paying for installation and/or maintenance. Various grants are available for EV station infrastructure. Tony asked about the process once the Town Plan is approved and the status of the interim Bylaws.

Vote: All in favor

Mail review

PFAS testing needed for the capped landfill site – October, the groundwater screening will take place. Peter will call Lincoln Applied and ask them to include this test in their report. They come twice a year.

Capital projects for budget planning

- Backup power for the building
- Painting
- Insurance/benefits
- IT
- Building projects

Building and Maintenance Updates

Lister’s office update: Awaiting on a quote from Mitch Horner. Two other quotes received. All information to be reviewed at the next meeting to determine next steps.

Post Office lights were changed but 2 were missed

Library – they put the occupancy switch on the wrong light. Need to do the backhall

Selectboard Concerns

The board would like to see budget actuals and budget projections soon.

Tony received a quote from Sargent Tree Removal to remove trees in front of the Town Clerk’s office and the Food Shelf/Pottery Studio.

Motion: Eric Cota made a motion to have the trees removed with the amount not to exceed \$1500. Peter Marsh seconded.

Vote: All in favor

Orders/Bills

Motion: Tony Porter made a motion to instruct the Treasurer to pay the bills and orders as presented, with correction (Clarks and VLCT bills). Keegan Tierney seconded.

Pending clarification of two items as noted.

Vote: All in favor

Minutes of 9/4/18

p. 2 building updates – update 1A – first word should be “with” and not will
fix Ernie’s name

Motion: Peter Marsh made a motion to approve the minutes of 9/4/18 with corrections as noted. Keegan Tierney seconded.

Vote: All in favor

Minutes from Selectboard public hearing on 9/11/18.

Motion: Tony Porter made a motion to approve the minutes of the public hearing on 9/11/18. Peter Marsh seconded.

Vote: All in favor

For future agendas:

- Capital projects
- Speed study discussion re: State’s Prison Hollow Rd
- Evaluation Form examples
- Budget vs. actual from Treasurer

Motion: Peter Marsh made a motion to adjourn at 8:00. Tony Porter seconded

Vote: All in favor

Respectfully submitted,

Rebecca Elder
Selectboard Assistant