

**Town of Starksboro  
Selectboard Special Meeting minutes  
January 2, 2018  
DRAFT**

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**PRESENT:** Susan Jefferies, Peter Marsh, Tony Porter, Keegan Tierney, Koran Cousino  
Rebecca Elder (SB assistant)

**VISITORS:** Tom Estey

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The meeting was called to order at 5:35.

**Road foreman report**

Tom Estey said the office area at the town garage is hard to keep over 63. Heat pumps may not be working properly – will call for service.

- Grader tires have been ordered. Keeping one old one for spare. (tubeless)
- New one-ton truck should last 8 years if well maintained.
- Fund balance is high now. Best to finance truck to keep payments steady instead of major fluctuation in funds.
- Keep an eye on the schedule for replacement so that fund balance is always positive. Set appropriation amount to maintain level.
- Fire Dept updates: New pumper purchase will need to be spread over 8 years or a dramatic increase in the fund will be needed. Full coat & protective wear for firefighters costs several thousand each (replacements when needed).
- Tanker chassis arrived – check was not issued for the correct amount: new check to be requested from Asst. Treasurer.

**Motion:** Koran Cousino moved and Peter Marsh seconded the motion to **pay deposit for tanker chassis** in the amount of \$111,689. **Vote:** All in favor

**Motion:** Tony Porter moved and Peter Marsh seconded the motion to **approve the orders and bills** as presented. **Vote:** All in favor

**Motion:** Koran Cousino moved and Keegan Tierney seconded the motion to **approve the minutes** of 12/19/17 with minor additions/corrections.

**Vote:** All in favor

**Animal control report update:**

Animal control officer sent certified letter on 12/18/17 to owner of animal on Jim Dwire Road (see past minutes). This was a final notice and noted the right to a hearing. The owner has 10 days to request a hearing. P. Marsh asked if the owner needs to be cited and issued a ticket. Yes, if a ticket hasn't been issued, it should be now. T. Porter to contact Heather Ragsdale for follow up.

**CURRENT BUSINESS**

- DRB – no update
- Land swap P&S with school district – no update. Selectboard plans to put the land swap on the Town Meeting agenda for consideration. (The town owns lands beneath the school and wishes to swap with the field that contains the solar trackers. This swap would allow the trackers to stay in town ownership once the school district consolidation is complete.)
  - SB will hold an informational meeting ±10 days before the Town Meeting to inform residents and take questions.
- Building maintenance: J-School – Furnace is from 1960s; heat exchanger has already been patched once; need to think about an alternative/back up plan if future winter use is desired OR must be closed for winter. CO detector(s) needed.

### **Website and tech updates**

K. Cousino and R. Elder summarized recent changes and updates to the town website. A new calendar feature will display town meetings and events on the home page. Site has been reorganized for easier access to information including current policies and resources documents. Additional features and upgrades are underway for 2018.

Discussion of potential change for distribution of the Gazette newsletter. Electronic options are available for free and would allow more integration with the website and social media. Need further information on costs for printing, mailing, and staff time. No decisions made at this time.

The Board entered an Executive Session to discuss a personnel issue at 6:25. Executive session concluded at 6:40.

The Selectboard offered the Zoning Administrator position to Rebecca Elder at 24/hrs per week with benefits provided according to the personnel policy.

### **Budget Development**

S. Jefferies distributed an updated budget. The Town auditors will meet with her to review in detail.

Discussion included:

- Audit entries reversed to clarify areas of confusion created with reconciliation.
- Road expenses are now incorporated. Road budget – optimistic; crew doesn't anticipate a lot of maintenance beyond current plans. One-ton costs to be spread over 5 years.
- All members should review budget in detail before next meeting – final budget needed by end of month for the town report.

Municipal Items

- Tap lease – taps have been added; Tony to speak with Robert about current rates and if adjustments are needed.
- Increase to reserve fund – 2-3% normal
- Review insurance costs – ensure enough designated in the budget for staff changes
- Attorney fees – increased \$1K to allow for more follow up
- Newsletter/Gazette – Perhaps raise at Town Meeting
- Increased current use costs under State of Vermont

### **Road recertification from State of Vermont**

**Motion:** Peter Marsh moved and Tony Porter seconded the motion to approve certificate of highway mileage, which contained no changes. **Vote:** All in favor.

Motion to adjourn the meeting at 7:55 p.m. Vote: All in favor.

Respectfully submitted,

Rebecca T. Elder

*Approved X/X/18*