

Starksboro Selectboard Meeting

Nov. 6, 2024

Unapproved

Board members present: Koran Cousino, Carin McCarthy, David Schmidt, Eric Cota

Unable to attend: Eric Cota

Others present: Nancy Boss, Amy McCormick, Amanda Vincent, Luke McCarthy, Cathy Townsend, Katie Antos-Ketcham, Christa Finnern, Tom Estey, Leah Hamilton

Koran Cousino called the meeting to order at 5:37 p.m. at the Starksboro Town Clerk's office.

Review agenda: Remove item #1 Under Current Business – Tax Payment Issue and put on a future agenda.

Public comment: None.

Library Board:

Cathy Townsend has been the Library Director for 6 months. The Library Trustees are working to streamline their Personnel Policy with the Town's Personnel Policy. When maintenance issues come up, go through the Town Administrator and the Town Administrator will present the issues to the Selectboard. Cathy brought in a \$900 grant to offer programming. In September 2023, 127 people visited the library. In September 2024, 232 people visited the library. Carin McCarthy recognized that the library looks great, and the Library Trustees and Library Director have done a great job clearing it, brightening it and making it accessible.

Action: Library Trustees will create a draft building and maintenance calendar in January or February.

Action: Library Trustees will deliver a budget to the Selectboard for review by the December 17th meeting.

Action: Amanda Vincent and/or Energy Committee revisit how solar credits are being allocated.

Action: Nancy Boss and Leah Hamilton to connect on adjusting journal entries.

Action: Nancy Boss will send the GMP invoices over to the library for the library building.

Jerusalem Fire Station Project:

Luke McCarthy presented an overview of the quotes received for the Jerusalem Fire Station Project. Polli Construction came in at \$637,000. NCCC came in at \$1.2 million. As of October 2023, USDA Community Grant Program was offering 40-year loans at 3.7% that Starksboro would qualify for. The DRB approved this project, but there is currently no building permit in place.

Action: Include the 40-year loan on the 2025 Town Meeting Warning. Amanda Vincent will reach out to the USDA Loan Rep for Vermont and New Hampshire to confirm interest rate.

Town Administrator Updates:

Motion: Carin McCarthy moved to accept the hiring of Amanda Vincent on the agreed upon terms effective November 11th. Seconded by Koran Cousino. Motion approved unanimously.

Motion: Carin McCarthy moved to accept vacation payment to Rebecca for her end of employment. Seconded by David Schmidt. Motion approved unanimously.

Town Office Updates:

As Zoning Administrator, Nancy Boss is able to draw the line where she feels fit and will be backed by the Selectboard when legal council is needed, while recognizing enforcing zoning regulations equitably can be challenging.

Nancy Boss presented the need for a policy that states we don't allow cash payments for tax payments. The Selectboard echoed this sentiment, stating that the documentation would be better, the process would be cleaner, and the town office staff would feel safer.

Action: Amanda Vincent will work with Nancy Boss and Amy McCormick on drafting a policy for Selectboard review.

Amy McCormick noted that the Town Office will be closed the week of Thanksgiving and the week of Christmas.

Appropriation Discussion:

Richmond Rescue has asked for a \$142 increase for their appropriation. Under the current policy, they would need to get 75 signatures from voters in the town to secure this increase. They are wondering if it's still necessary to collect the signatures for a small amount.

Action: Amanda Vincent and Amy McCormick will work together to draft a Social Services Appropriations Policy that reflects the current process.

Action: Amanda Vincent will connect with VLCT and review other town's budgets and include a summary of findings in the board packet for the meeting on November 19th.

FEMA Updates:

Koran Cousino attended Capital for a Day in Chittenden County to attend the roundtable regarding the July flood. Koran suggested reaching out to Richmond as they seem to have a good handle on FEMA.

Amanda Vincent provided an update on where we are at with FEMA Buyouts and the FEMA Damage Inventory Report.

Action: Amanda Vincent will connect with the Town of Richmond on FEMA.

Action: Amanda Vincent will focus on completing the damage inventory report.

Motion: Eric Cota moved to approve the warrants for A/P and payroll. Seconded by Carin McCarthy. Motion approved unanimously.

Motion: Erica moved to adjourn. Carin McCarthy second. Vote: Motion approved unanimously.

Respectfully submitted,

Amanda Vincent, Town Administrator

DRAFT