

Starksboro Selectboard Meeting

Feb. 10, 2024

Unapproved

Board members present: Koran Cousino, Carin McCarthy, David Schmidt, John Painter

Board members absent: Eric Cota

Others present: Robert Turner, Amanda Vincent, Steve Eustis, Georgia Dennis-DeVries, Susan Klaiber

Koran Cousino called the meeting to order at 6:37 p.m. at the Starksboro Town Clerk's office.

Review agenda: None.

Public comment: Steve brought up safety concern with 1/3 of Rounds Road being groomed for snowmobiles.

Action: Steve will send a detailed email to the Selectboard and Koran Cousino will connect with the snowmobile association.

Reserve Funds:

Robert Turner reviewed fund balances and cash flow concerns, noting a \$163K General Fund balance with nearly \$1M needed before new tax revenues. He presented financial exhibits from the Town Report, highlighting budget reconciliation, the balance sheet, and the impact of \$600K in flood-related expenses on reserves. VLCT guidance advised caution with interfund borrowing. Recommendations included exploring short-term borrowing, developing an investment policy, improving cash flow forecasting, and providing regular financial updates to the Selectboard.

Action: Ali Thompson to explore short-term borrowing with our bank.

Action: Amanda Vincent to draft investment policy and include it on the next agenda.

Action: Ali Thompson and Amanda Vincent to prepare balance sheets and budget status reports at every meeting and have Darlene come and explain what to look for.

Jerusalem Schoolhouse and Firehouse:

Action: Amanda Vincent to follow up with legal about the how to account for ARPA and MERP in the Resolution of Necessity. The date of the informational session will be April 29th and the date of the election will be May 6th. The Resolution of Necessity and USDA Loan Application will be included in the next Selectboard Agenda.

Employee Review Process:

The Selectboard discussed an employee review process and established a once per year review per employee. John Painter and David Schmidt will work on this for the next meeting.

Action: David Schmidt will reach out to VLCT for HR rubric.

Action: Amanda Vincent will reach out to VLCT to get David Schmidt a VLCT account.

Budget Process Review:

The budget process felt very similar to previous years. In some ways this year was easier because the Selectboard was more aligned with a common vision.

Action: Amanda Vincent to develop a budget lifecycle.

Action: Amanda Vincent to invite Darlene to a Selectboard meeting.

Current Business:

Motion: John Painter motioned to appoint Dan Kuzio as the Deputy Emergency Management Directory. Second by David Schmidt. Motion approved unanimously.

The DRB Application review will be moved to the next meeting based on a tech error.

Motion: Carin McCarthy moved to accept the GIS Parcel Data Mapping Agreement from Christine Chamberlain. Second by John Painter. Motion approved unanimously.

Motion: John Painter moved to sign the FEMA Financial Report Forms to get paid out the remaining amount from July 2019 Brown Hill E bridge project. Seconded by Carin McCarthy. Motion approved unanimously.

Motion: Carin McCarthy moved to engage with R&H Smith for FY24 Audit. Second by David Schmidt. Motion approved unanimously.

Motion: Carin McCarthy motioned to sign the Vermont Gran Fondo Road Race agreement. Second by John Painter. Motion approved unanimously.

Action: Amanda Vincent to notify road crew and ask the race organizers to notify EMS.

Motion: moved to approve the warrants for A/P and payroll. Second by. Motion approved unanimously.

Motion: Carin McCarthy moved to approve the minutes for 1/23, 1/27 and 1/30. Second by David Schmidt. Motion approved unanimously.

Motion: David Schmidt moved to adjourn. Second by Carin McCarthy. Motion approved unanimously.

Respectfully submitted,
Amanda Vincent, Town Administrator