

Starksboro Selectboard Meeting

August 5, 2025

Unapproved

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

Others present: Amanda Vincent – Town Administrator, Amy McCormick – Town Clerk, Penny Bennett, Susan Kleiber, Lisa Daudon, Dan Kuzio, Steve Rooney – Zoning Administrator, Luke McCarthy, Keegan Tierney

Koran Cousino called the meeting to order at 5:32 p.m. at the Starksboro Town Clerk's office.

Review agenda: No additions or deletions.

Public comment: No public comment.

Speeding on Mason Hill North: Penny Bennett came to the Selectboard to express her concerns about speeding on Mason Hill North.

Action: Reach out to Addison County Sheriffs about Mason Hill North.

Action: The Selectboard will reach out to ACRPC for a speed study on Mason Hill North.

Supervisory Union Update: Carin provided an update on the Rural School Alliance Task Force. Herb Olsen wrote a letter advocating for the switch to a Supervisory Union model.

Current Business:

Town Parking Lot: The Selectboard stated that the meetinghouse can cover the costs on their side of the driveway for this project.

Action: Lisa Daudon is going to check in about a Stormwater Permit with her contact.

The bus loop can't be dug up until a new loop is in place.

The Selectboard gave the go ahead to Lisa and Keegan to continue gathering information on the project. The Selectboard's support of the project will be dependent on a stormwater permit and costs to redo the driveway.

Zoning: Steve Rooney shared the Driveway/Accessibility Permit proposed changes with the Selectboard.

Steve Rooney recommended that the Planning Commission include the Driveway Permit and instructions in the Bylaws.

Motion: David Schmidt motioned to accept the proposed changes to the Driveway Permit. Tony Porter second. Motion carried.

Municipal Planning Grant Contract: Robert Turner submitted an application for an MGP grant to hire a consultant to explore creative housing development opportunities in Starksboro. The Town was awarded the grant, completed an RFP process, and the Planning Commission has a contractor recommendation for the Selectboard.

Motion: Carin McCarthy motioned to sign the MPG contract with Brenda Topey with Champlain Housing Trust. Tony Porter second. Motion carried.

Certificate of No Appeal: Motion: Tony Porter motioned to sign the Certificate of No Appeal. Eric Cota second. Motion carried.

Jerusalem Community Center Project: The Selectboard reviewed the two bids for Construction Management Services for the Jerusalem Schoolhouse & Fire Station 2 project.

Motion: Tony Porter motioned to move forward with the Silver Maple Construction. Eric Cota second. Motion carried.

Action: Amanda Vincent, Steve Rooney and Luke McCarthy will work through the site plan.

David Schmidt offered to be clerk of the works/owners rep. Tom Estey has also volunteered to serve in this capacity. The Jerusalem Schoolhouse committee would be interested in being decision makers for the Schoolhouse.

The Town of Starksboro wasn't selected for the Bruhn Grant.

Luke McCarthy has about 10 hours into the T-Mobile Hometown grant and needs letters of recommendation.

Action: Amanda Vincent to prepare funding options to be presented at the next meeting.

Susan Kleiber is willing to review grant applications.

Action: Eric Cota to check in with the Bristol Grants writer.

Action: Amanda Vincent to put out a request for people to serve on a grant committee.

Motion: Tony Porter motioned to accept the Management Representation Letter/Draft Acceptance Letter. Eric Cota second. Motion approved.

Motion: Carin McCarthy motioned to adopt the LHMP Resolution. Second by Tony Porter. Motion carried.

Motion: Carin McCarthy motioned to appoint Pete Antos-Ketchem to the Cemetery Commission. Eric Cota second. Motion carried.

Amanda Vincent brought up the Conflict-of-Interest Policy as a refresher.

Action: Amanda Vincent to find or create a Rental of Town Property policy.

Investment Policy tabled to a future meeting.

Ongoing Projects:

There is an upcoming transition of PDMGs so we are pushing to close out as many projects as we can before the transition happens. Two of our projects have been obligated. FEMA Buyouts were restructured again because of federal policy changes. As for the Library Lift Project, Millbrook sent over their final invoice, but they are still finishing up. Once the final invoice is paid, reimbursement can be sought from Vermont Arts Council.

MERP – Food Shelf: There is a draft RFP for the food shelf for envelope sealing. The Energy Committee is looking for the okay from the Selectboard to start gathering bids. ADA Parking spot – The Road Foreman and Road Crew member that plows the food shelf stated that plowing won't be all that different once the fence is removed. There is an Access Form that will need to be signed giving Stantec access to the Food Shelf for testing materials. The Selectboard gave the blessing for Town Officials to move forward with the RFP.

Motion: Tony Portor motioned to sign the Property Access Form. Eric Cota seconded. Motion approved.

Motion: Eric Cota motioned to approve the bid from Jackmans for Heat Pumps for the Food Shelf. David Schmidt second. Motion approved.

Rich Warren has been given permission from the Selectboard to take down the Food Shelf fence.

Action: Carin McCarthy will write a letter of support for Amanda Vincent to attend the Vermont Local Government Institute.

Motion: Carin McCarthy motioned to sign the Personnel Policy agreements for the Town Clerk and Assistant Town Clerk. David Schmidt second. Motion approved. Eric Cota recused himself.

The Selectboard agreed to move forward with the smoke alarms and emergency signs quoted from McCormick Electric.

Action: Ali Thompson to investigate the discrepancy in the GMP bills.

Action: Amanda Vincent to offer a reminder on all policies to all town officials.

Motion: Eric Cota motioned to approve AP and Payroll. Carin McCarthy second. Motion approved unanimously.

Motion: Carin McCarthy moved to accept the minutes from 7/1 and 7/15. Eric Cota second. Motion approved.

Stay tuned for a date for the Harvest Festival.

The Town of Bristol grant writer would be interested in doing some grant writing for Starksboro.

Future Agenda Items: Investment Policy, Conflict of Interest Policy, Rental Policy

Motion: Carin McCarthy motioned to enter executive session. Eric Cota seconded. Motion approved unanimously.

Motion: Carin McCarthy motioned to exit executive session. Tony Porter second. Motion approved unanimously.

No action taken.

Motion: Eric Cota moved to adjourn. Second by David Schdmit. Motion approved unanimously.

Respectfully submitted,
Amanda Vincent, Town Administrator