

## **Minutes of the East Montpelier Selectboard**

January 2, 2012

SB Members Present: Bruce Johnson (Chair), Peter Hill, Seth Gardner, Carl Etnier (arrived late)

Others Present: Kristi Flynn (Recording Secretary), Jenna Pizzi, Don Welch

**Call to Order:** 6:40pm

**Additions to the Agenda:** None

**Public Comment:** None

### **Fund Balance Policy Discussion**

SB reviewed the draft policy. They looked at the five different categories: Non-spendable (assets), Restricted (Carlton Smith Fund), Committed, Assigned and Unassigned. The policy should make fund balance transactions open to the public. The SB suggested asking Jane Burroughs to come to the SB to help define the categories and fund balances in town. The Chair will draft the shorter policy to be reviewed at the next meeting.

### **Budget Development**

SB decided to keep the culverts level-funded at \$6800. It was suggested to make paving a line item instead of just taking it out of Capital Reserve; put \$100,000 for paving and revise Capital Reserve down. The total budget is currently at an increase of 12%. The SB agrees to leave the Planning Commission stipend in the budget.

### **Tax Error**

A fine regarding a late state tax payment was paid by the town, but it was paid with a credit card instead of through SB warrant. It was actually a NEMRC error and the Chair will send a letter to NEMRC expressing concern. The auditor noted that there is no policy on the use of the town credit card. The SB will ask Penny to bring problems to the SB instead of the Treasurer. The SB will pursue whether a credit card is needed: how often is it used, what is the credit limit, are there any restrictions.

### **2012 Town Meeting Warning Discussion**

The Central Vermont Memorial Civic Center is requesting an additional \$700 this year because of a change in tax status with the city of Montpelier. The SB will suggest a separate article for \$1000; re-visit at the next meeting.

### **Town Report & Town Plan Work Session**

Topics to address: storms, Coburn Road, FEMA money, moratorium on taking over private roads, creating policy, Park N Ride, fluctuations in state payments, fund balance policy, Singing Bridge, ESF warranty issues.

Regarding the Town Plan, the SB needs to work on their sections (Governance and Financial). There is a meeting on 1/21/12 at EMES regarding the Energy section.

### **Warrants**

Signed

### **Review of Minutes**

December 19, 2011

**Motion: I move to approve as presented.** Made: Hill, second: Gardner

**Vote on Motion:** Passed 5-0

**Other Business/Town Administrator Report**

Town Forum – schedule for the Saturday before Town Meeting; 3/3/12 at 9:30am

Bruce Campbell – discussion of HSA payment; pro-rate by month for new/leaving employees

**Motion: I move that the SB adopt a policy that the annual HSA payments for employees leaving or joining the benefit program are pro-rated on a monthly basis.** Made: Etnier, second: Hill

**Vote on Motion:** Passed 5-0

CVRPC Representative – Erik Esselstyn has agreed to be the alternate representative

FEMA Update – another payment of \$53,708.25 was received; the state owes \$38,000

Road Crew Position Update – 7 applications have been received so far

Crystal Springs – drilled under the river just fine, but ran into a wall on the east side of the river

Town Office – foam insulation is complete; no problems and the office will be open tomorrow

Route 2/14 Intersection – project is complete and accepted by the state

Next meeting is January 9 at 6:30pm.

**Motion: To adjourn.** Made: Hill, second: Etnier.

**Vote on Motion:** Passed 4-0.

Meeting adjourned at 9:25 pm.

*Respectfully submitted by Kristi Flynn, Recording Secretary*

**Approved:     January 16, 2012 East Montpelier Selectboard meeting**