

Minutes of the East Montpelier Selectboard

January 14, 2013

SB Attendance: Chair Seth Gardner, Casey Northrup, Steve Sparrow, Kim Swasey (6:45);
Town Administrator Bruce Johnson

Public Attendance: None

The meeting was called to order at 6:32 pm.

Additions to Agenda: None

Public Comment: None

Carlton Smith Fund Revenue Requests

Selectboard members discussed requests for the use of the proceeds of the Carlton Smith Fund. The East Montpelier Trails Association, the Four Corners Schoolhouse Association, and the East Montpelier Recreation Board have jointly requested that the currently-available fund proceeds balance, \$1,950, be distributed equally among the three organizations. The Rally Day Committee requested that it also be included in the distribution. The board considered the past history of distributions, the current low annual rate of return on the fund investments (approximately \$250/year), and the expected use of the funds by the groups. The Rally Day Committee's need for a regular source of funds for its small annual expenses convinced the SB to add a line item in the FY2014 budget to benefit the committee and to not include the committee in the Carlton Smith Fund distribution.

Motion: To distribute \$1,950 in Carlton Smith Fund proceeds in equal shares of \$650 to the East Montpelier Trails Association, the Four Corners Schoolhouse Association, and the East Montpelier Recreation Board. Made by Mr. Northrup; second by Mr. Sparrow. Passed unanimously.

Review of Draft FY2014 Budget

The board inserted a line item in the amount of \$500 for the Rally Day Committee. The auditors budget was adjusted to match expected costs of producing the annual report.

Board members discussed the possibility of increasing the line for land records management to reflect the possibility of contracting for a more comprehensive Xerox/ACS system than the one the board contracted for in December. It was decided not to increase the line item as the board does not yet have the contract specifics and the potential system upgrade will free up money in other line items due to duplication of services.

Development of 2013 Town Meeting Warning

No changes were made to the draft Warning.

Development of 2012 Annual Report

Board members suggested the following topics be included in the Selectboard Report for the 2012 Annual Report:

- Update on the Park 'n Ride facility
- East Montpelier Village sidewalk grant
- Town office building improvements, including the refurbished bell, exterior painting, spruced up grounds, installation of WiFi, and energy efficiency upgrades
- Accelerated repaving plan
- Plan for land records digitization
- Creation of the town & zoning administrator position
- New Mack truck
- Update on the split of the Town Treasurer and Town Clerk positions
- No adverse findings in the FY2012 financial audit
- Policy development during the year, including the new road policies
- Spirit of cooperation and positive direction of town administration

VTrans Highway Mileage Certificate

The Chair presented the 2013 Highway Mileage Certificate. There have been no alterations to the town's road system during the past year.

Motion: To authorize the submission of the 2013 Highway Mileage Certificate to the Vermont Agency of Transportation. Made by Ms. Swasey; second by Mr. Northrup. Passed unanimously.

Selectboard members signed the certificate.

Draft FY2012 Audit Documents

In order for Fothergill Segale & Valley to complete the FY2012 financial audit the Selectboard needs to submit a letter outlining the town's cooperation with the audit, signed by both the treasurer and town administrator, and a completed "Management's Discussion and Analysis" section for inclusion in the final audit document.

Motion: To approve the submission of the required letter of cooperation, signed by both the town treasurer and town administrator, to Fothergill Segale & Valley, CPAs. Made by Mr. Northrup; second by Mr. Sparrow. Passed unanimously.

Motion: To approve the Management's Discussion and Analysis section of the FY2012 audit. Made by Mr. Sparrow; second by Ms. Swasey. Passed unanimously.

Appointments

The Chair presented Gene Troia for reappointment as Acting Zoning Administrator.

Motion: To appoint Gene Troia as Acting Zoning Administrator through December 31, 2013. Made by Mr. Northrup; second by Mr. Sparrow. Passed unanimously.

Warrants

Selectboard members signed the warrant.

Minutes

The Chair presented the minutes of the January 7, 2013 Selectboard meeting.

Motion: To approve the January 7, 2013 minutes as amended. Made by Mr. Northrup; second by Ms. Swasey. Passed unanimously.

Other Business

Town Administrator Report

- The next Selectboard meeting will be held January 28, 2013; there will be no meeting January 21, 2013
- The East Montpelier Fire Department's quarterly budget presentation is scheduled for January 17, 2013; 7:00 p.m. at the new fire station
- Erik Esselstyn has resigned as the town's alternate representative to the Central VT Regional Planning Commission

Zoning Administrator Report

- No report

Motion: To adjourn. Made by Mr. Sparrow; second by Mr. Northrup. Passed unanimously.

Meeting adjourned 7:58 pm.

Respectfully submitted by Bruce Johnson, Town Administrator

Approved: January 28, 2013 East Montpelier Selectboard meeting