

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

### **March 6, 2017 Meeting**

**SB Attendance:** Chair Seth Gardner, Casey Northrup, Kim Swasey, and Gene Troia; Town Administrator Bruce Johnson

**Public Attendance:** Conservation Fund Advisory Committee members Art Chickering, Bruce Howlett, and Charles Johnson; Town Treasurer Don Welch

Chair Gardner called the meeting to order at 6:31 p.m.

#### **Addition to Agenda:**

- **CVRPC Municipal Energy Survey**

**Public Comment:** None

#### **Access Permit: 17-006 Cherry Tree LLC Curb Cut**

John & Patty Connor are requesting a multi-residential curb cut on Towne Hill Road to serve as the access point for a 3-lot subdivision of the 10.7-acre Cherry Tree LLC parcel currently before the EM Development Review Board (Permit Application #17-004). Road Foreman Garand recommended approval of the request.

**Motion: To approve the requested multi-residential curb cut on Towne Hill Road for the Cherry Tree LLC parcel.** Made by Mr. Troia; second by Mr. Northrup. Passed unanimously.

Board members signed the permit.

#### **Discussion on Adoption of Conservation Fund Application Packet as Recommended by Conservation Fund Advisory Committee**

The Conservation Fund Advisory Committee has tweaked the funding application for conservation projects in an effort to meet the broadly framed desire of the town to update the 30-year-old guidelines for use of the town's Land Conservation Fund. The major changes are a tighter relationship with the Town Plan and less reliance on the LESA agricultural land rankings. The board expressed a concern that there still was not enough of a connection to development, in particular on portions of large parcels proposed for conservation.

The Selectboard will review and potentially revise the application packet at its March 20, 2017 meeting. The board and the committee will meet again to discuss the adoption of the packet at the board's April 3, 2017 meeting.

### **Discussion on EMFD Ambulance Service Expansion**

East Montpelier Fire Department Deputy Chief & Board President Toby Talbot met with the board to discuss the potential for expanding contracted ambulance service coverage to include Marshfield. EMFD already provides significant mutual aid coverage to Marshfield and believes it could financially benefit EMFD, as well as the towns of Calais and East Montpelier, if EMFD become the primary provider of ambulance services to Marshfield. The hope is that a contract arrangement coupled with the standard service reimbursements would allow for more professional staffing of the service at little to no added cost to Calais and East Montpelier.

The Selectboards of both Calais and East Montpelier have expressed concerns regarding the expansion of service coverage. The towns' basic expectation is that any expansion will result in a stronger, more financially stable service. The board thanked Mr. Talbot for meeting with the towns (he had met with the Calais board the previous week) prior to any direct negotiations with Marshfield and requested a continuation of the open communication if and when the contact process moves forward.

### **Discussion on Letter to VTrans Regarding Sign Upgrades on US Route 2 Near Fire Station Entrance**

The VT Agency of Transportation is in the midst of a sign upgrade project on US Route 2 from Berlin to the New Hampshire line. EMFD has requested a letter of support from the town backing EMFD's request for better signage around the US Rte. 2/Village Acres intersection, the access point to the fire station. In particular, EMFD would like speed monitoring devices on the speed limit signposts and flashing lights on the emergency services signs. The board crafted a letter of support to be sent to VTrans. Mr. Troia did not fully support the concept of speed monitoring devices.

**Motion: To authorize Chair Gardner to sign the letter of support to VTrans for the EMFD sign upgrades.** Made by Ms. Swasey; second by Mr. Northrup. Passed 3-0-1 (Mr. Troia abstained).

### **Town Treasurer Report**

Treasurer Welch provided the board with a positive financial status report. He followed with a request for the board to authorize the purchase of a 15-month, 1.49% interest rate, \$150,000 certificate of deposit from the Northfield Savings Bank, a significant improvement on the town's current cd rates. Treasurer Welch and Assistant Treasurer Brown will be signatories to the account.

**Motion: To adopt the Northfield Savings Bank Corporate Authorization Resolution.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

### **Consideration of Vermont Better Roads Grant Application**

The FY2018 Vermont Better Roads Program grant application is for a combination roads erosion and roads maintenance inventory to be done by the Central VT Regional Planning Commission. The grant value is \$8,000, with a \$2,000 town match that can be partially fulfilled with in-kind services.

**Motion: To authorize TA Johnson to sign and submit the FY2018 Vermont Better Roads Program grant application.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

**Consideration of Amendment to EM Village Sidewalk Improvements Grant Agreement to Extend Project Time**

VTrans has revised the Bike and Pedestrian Program grant agreement to extend the completion date from 2018 to mid-2021, a necessary step since it appears we'll have to wait until VTrans completes the Village Bridge replacement and southern US Rte. 2/VT Rte. 14 intersection project (now scheduled for completion by mid-2019) before we'll be allowed to construct the sidewalk project.

**Motion: To authorize TA Johnson to sign the revised EM Village Sidewalk Improvements grant agreement.** Made by Mr. Northrup; second by Ms. Swasey. Passed unanimously.

**Consideration of Financial Agreement for Purchase of New 2018 Mack 10-wheeler**

Kansas State Bank has provided the standard agreement for the financing of the town's purchase of a new 2018 Mack truck. The first payment of \$32,827.11 will be due upon the completion of the chassis (likely by the end of June) and the final four payments will be due annually starting on March 7, 2018.

**Motion: To adopt the Obligor Resolution and authorize TA Johnson to execute the contract.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

Chair Gardner and Vice-chair Northrup signed the resolution as proof of adoption.

**Discussion on Contractor and Construction Inspection Bid Documents for EM Village Park and Ride Project**

The town, with support from VTrans and our design engineering firm Stantec, is ready to release the Request for Proposal for construction inspection services for the park and ride project to be built on the town-owned old WEC garage parcel near the northern US Rte. 2/VT Rte. 14 intersection. The intent is to review submissions April 10<sup>th</sup> and have the inspector on-board prior to the solicitation of contractor bids, which should occur by the end of April. Target construction period is July to September 2017.

Mr. Northrup will represent the board on the Selection Committee.

**Consideration of Amendments to Town Personnel Policy**

Board members reviewed the updated personnel policy draft reflecting changes made at the board's February 20<sup>th</sup> meeting.

**Motion: To adopt the revised East Montpelier Personnel Policy with an effective date of July 1, 2017.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

Board members signed the policy.

**Appointments: Green Up Day Coordinator**

Chris Racanelli is willing to serve another term as the town's Green Up Day coordinator.

**Motion: To appoint Chris Racanelli as the East Montpelier Green Up Day Coordinator for a term ending March 2018.** Made by Mr. Northrup; second by Ms. Swasey. Passed unanimously.

The board discussed the recent news that the Jean Cate Community Fund Committee would not be putting on the traditional Green Up Day lunch at EMES. Mr. Racanelli would like to continue the lunch and has formed a committee of volunteers, including Ms. Swasey, willing to work with him. The group will be soliciting contributions. The board supports the effort and agreed to provide the necessary funding, which even in a worst case scenario would be minimal, to make up for any shortfall in contributions.

### **Work Session For 2017 Town Meeting**

Board members agreed that the Town Forum had gone smoothly and saw no reason to alter the presentation methodology for Town Meeting.

### **CVRPC Municipal Energy Survey**

Board members continued development of a response for the CVRPC Municipal Energy Survey focused on town-specific energy mapping constraints and preferred sites for renewable energy development. The board, Planning Commission, Conservation Fund Advisory Committee, and Energy Committee will all submit responses to the survey rather than a single joint response as had been previously discussed. CVRPC requested the individual submissions to get a greater diversity of opinions and options for refinement of the regional energy plan.

After tweaking a draft provided by Mr. Troia, the board, by consensus, agreed to a final response. TA Johnson will submit the survey answers online after the meeting.

### **Warrants**

Board members signed the warrant.

### **Minutes**

Chair Gardner presented the draft minutes of the February 20, 2017 board meeting.

**Motion: To approve the February 20, 2017 minutes as presented.** Made by Mr. Swasey; second by Mr. Northrup. Passed unanimously.

### **Other Business**

#### **Town Administrator Report:**

- Fairmont Farm “Breakfast on Farm” Event:
  - On June 17, 2017 at Fairmont’s main Lyle Young Road location, the VT Agency of Agriculture will be conducting a “Breakfast of the Farm” outreach event
  - The event anticipates 1,000 visitors from 8:30 a.m. until 1:00 p.m.; four meal seatings of 250 guests; Fairmont Farm is working with emergency service providers to ensure a safe and enjoyable experience for all

- Murray Road Culvert Replacement:
  - The project will likely go out to bid in April with a target construction period of June through September 2017; the construction season is limited by the state constraints on in-channel work, which can't commence until June 1<sup>st</sup> and must be completed by October 1<sup>st</sup>
  - Board members agreed that the town should purchase the replacement culvert directly from the manufacturer rather than have the contractor arrange the purchase
- Tiny House Hamlet on Old LaPerle Farm Property:
  - Norwich University Architecture Professor Matt Lutz is having one of his spring semester classes develop "tiny house hamlet" scenarios for the town-owned Old LaPerle Farm property; the class will present its projects to the board later this spring
- Meeting Schedule:
  - March 7<sup>th</sup> 9:30 am Town Meeting at EMES
  - March 20<sup>th</sup> 6:30 pm Selectboard regular meeting
  - April 3<sup>rd</sup> 6:30 pm Selectboard regular meeting
  - April 17<sup>th</sup> 6:30 pm BCA workshop and Selectboard meeting at the ESF
  - April 20<sup>th</sup> 7:00 pm EMFD quarterly budget presentation at the ESF
  - May 1<sup>st</sup> 6:00 pm Invasive plant workshop and SB meeting at the ESF

**Zoning Administrator Report:**

- 6 permit applications so far in 2017
- Upcoming DRB meeting:
  - March 14, 2017 for the Cherry Tree LLC subdivision hearing

This was Mr. Northrup's final regular meeting after serving six years on the Selectboard. Board members and TA Johnson thanked him for his meritorious service to the town.

**Motion: To adjourn.** Made by Mr. Northrup; second by Mr. Troia. Passed unanimously. Meeting adjourned 9:01 p.m.

Respectfully submitted by Bruce Johnson, Town Administrator

**Approved: March 20, 2017 East Montpelier Selectboard meeting**