

# Minutes of the East Montpelier Selectboard

*Approved April 15, 2013*

April 1, 2013

SB Members Present: Seth Gardner (Chair), Steve Sparrow, Carl Etnier, Casey Northrup, Kim Swasey

Others Present: Bruce Johnson (Town/Zoning Administrator), Kristi Flynn (Recording Secretary), Mike Garand, Rick Mastelli

**Call to Order:** 6:35pm

**Additions to the Agenda:** SignPost issue; Annual Financial Plan for Highways

**Public Comment:** None

## **Road Foreman (RF) Report**

- Sand/salt used: 4,000 yards of sand, 627 tons of salt; have close to 2,000 yards of sand left, and pile needs to be cleaned up
- Roadside mowing: RF is shooting for July 4<sup>th</sup> and is happy with using Bill Smith; the SB agrees there is no need to send out for bid; RF will contact Mr. Smith for an estimate
- Lawn mowing: Tim Frazier is will to do the same thing as last year for the same price  
**Motion: I move to authorize the Town Administrator to contract with Tim Frazier for lawn mowing at the same price (\$7400) as 2012.** Made: Etnier, second: Swasey  
**Vote on Motion:** Passed 5-0
- CVSWMD Grant: bulk trash day – could charge and use as a fundraiser for SignPost/Rally Day; Casella will be paid by the grant money; grant application is due May 1; ask TA to contact both groups (SignPost and Rally Day) to gauge interest
- VTrans structures/paving grant: paving for 1.8 mile stretch on County Road (south of Powder Horn Glen to Montpelier); structures: culvert between Pelkey and Gramer properties on Center Road (Mallory Brook)
- Sawyer: Route 14S/Paul's Square; plow pushed material over the outlet of a culvert across Paul's Square that caused water to back up onto Sawyer's property; RF has fixed the issue

## **Washington Electric Cooperative (WEC) Line Extension Permit**

WEC would like to bring poles from out in the fields to closer to the road along Foster Road. WEC will be responsible for clearing brush along the road. There is no risk to the town and easier to maintain for the utility.

**Motion: I move to approve the Washington Electric Line Extension request.** Made: Sparrow, second: Northrup

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

## **Consideration of Proposed Road & Bridge Standards**

The document is based on the new state standards. Gravel requirement has been reduced from 15" to 12", a stone lining requirement was added, and ditches now must be U-shaped instead of V-shaped.

**Motion: I move to approve the revised Town Road and Bridge Standards for 2013.** Made: Swasey, second; Northrup

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

## **Road Foreman Update**

The RF has been made aware of a new sugaring operation in Calais. They have 14,000 taps in Calais and 10,000 taps in Marshfield. Their trucks are traveling across town roads from Marshfield to County Road. The SB agreed the RF can ask them to stay on paved roads or frozen road, but the RF can also contact the DMV if necessary.

## **Annual Financial Plan for Highways**

The report of the town's budget to the state covers all town roads.

**Motion: I move to approve the town highway Annual Financial Plan.** Made: Northrup, second: Swasey

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

## **Consideration of Proposed Cash Receipts Policy**

The SB agreed to postpone this issue until the Town Treasurer can present the policy at a SB meeting.

## **Contract with Xerox/ACS for Land Records Digitization**

The SB would like to see the new proposal with the new services added. The equipment will be provided for 5 years and replaced by Xerox/ACS as needed. Archival paper and binders are included. The TA will find out if the town has the option of upgrading in a year. The issue will be added to the next agenda.

### **Charter Committee Formation**

Carl Etnier looked through the charters of other cities and town in VT; some were very short and others more detailed. The SB discussed a draft charge to the Charter Committee:

*Charge to the East Montpelier Charter Committee*

*April 1, 2013*

*The East Montpelier Charter Committee shall consider the advantages and disadvantages of East Montpelier adopting a town charter, including one or more of the following provisions:*

- *The following officers to be appointed by the Selectboard*
  - *Treasurer*
  - *Delinquent tax collector (possibly a duty of the treasurer)*
  - *Town law agent*
  - *Town grand juror*
  - *Planning commission*
  - *Listers*
- *The Zoning Administrator serves at will, or for a one-year term (currently three years)*
- *The town shall have the power to adopt and enforce ordinances establishing systems or regulations for signs and billboards*
- *A conflict-of-interest policy that does not rely on voluntary compliance*
- *The Selectboard members serve as Trustees of Public Funds*
- *Funding Request Article on Warning always an “on the floor” article regardless of total article amount*
- *Social/Environmental funding requests under \$3,000 (or whatever amount) must go through Funding Request Committee process*
  - *No petition option; no allowance for Selectboard placement on Warning*
- *A town manager or expanded town administrator form of government*

*The Committee shall, as part of its process, gather input from the public and report to the Selectboard by December 1, 2013.*

**Motion: I move to form the Town Charter Committee and to adopt the charge as specified above.** Made: Swasey, second: Northrup

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

### **Farm Contract Extensions**

**Motion: I move extend the farm contracts for a period of one year for Frances Donaghy, et al; Peter & Mary Ellen Hill; Harry & Elizabeth Morse; Ila Smith; Ann Talbot Stone; Charles Stone & Susan Atwood-Stone.** Made: Northrup, second: Etnier

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

### **Discussion of Use of Public Rights-of-way Along Trails**

The SB reviewed a draft of a letter to Roger & Barbara Clark regarding clearing brush near a town trail.

**Motion: I move to authorize the Chair to sign the letter to Roger & Barbara Clark regarding clearing brush along EM Trail #4.** Made: Etnier, second: Sparrow

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

### **Acceptance of VTrans Bike & Ped Grant Agreement**

**Motion: I move to authorize the TA to sign the State of Vermont Bike & Ped Grant Agreement.** Made: Northrup, second: Swasey

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

### **Appointments**

Town Service Officer serves as conduit between state and EM citizens

Forest Committee – only have four members, 2 need to be replaced

Recreation Board – discussion of background checks for committee members and coaches

**Motion: I move to appoint the following: Rachael Grossman as Town Service Officer; Paul Cate as Town Tree Warden; Tim Carver as Lead Representative to Central Vermont Regional Planning Commission, and Julie Potter as the alternate; Frank Pratt as Representative to Transportation Advisory Committee of Central Vermont Regional Planning Commission; Paul Cate to Forest Committee; Phillip Heinz and Pete Richards to the Recreation Board; Michael Dworkin to the Conservation Fund Advisory Committee; Bill George and Toby Talbot as Emergency Management Co-coordinators; Don Welch and Carol Welch to the State Police Community Advisory Board.** Made: Northrup, second: Etnier

Ask Don and Carol to come to the SB meeting to provide information regarding the State Police Community Advisory Board

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

**Excess Weight Permits**

**Motion: I move to authorize the Town Administrator to sign Excess Weight Permits for: Barrett Trucking Co Inc, Donald Giroux Trucking, Ivan Maxwell, Marlin Environmental, Cardinal Logistics Management, Harrison Redi-Mix Corp, and Feed Commodities International.** Made: Northrup, second: Swasey

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

**Warrants**

Signed

**Review of Minutes**

March 18, 2013

**Motion: I move to approve the minutes as amended.** Made: Northrup, second: Swasey

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

**Other Business**

**Town Administrator (TA) Report**

- SB Institute I – report by Kim Swasey
  - Single-payer healthcare
  - Financial literacy – we’re in better shape than many towns
  - Conversation re: charter versus town manager
  - E-mail procedures – SB shouldn’t use personal e-mail accounts; set up mailbox that all e-mails are copied to: EMSB@yahoo/gmail; need basic policy for elected officials
- EMSLI is in a holding pattern
- SB Meeting Schedule – PC Draft Town Plan; should have draft ready by 4/19, SB must hold a public hearing after a 30-day warning period
- Speed limits – Routes 2/14
  - Orchard Valley wants the limit lowered around the school, set up as a school zone. The state has the authority on state highways and the SB can petition the Traffic Board. The SB discussed getting Tony Klein involved. Deb Hill from Orchard Valley will attend the 5/6 SB meeting.
- Park N Ride – Wayne Davis has brought Stantec back online; SB should see a conceptual design shortly
- Digital Economy grant – appear to have been preliminarily accepted

**Zoning Administrator (ZA) Report**

8 new permits since the last meeting

EMES – DRB site visit and hearing on 4/2 at 6:30pm

SignPost – Edie Miller is interested in using the wooden town sign posts as a fundraiser, though she had some questions: are they toxic/do they contain arsenic; what type of controls will there be on placement; will they be delivered or need to be picked up at the town garage. The SB noted they do contain arsenic and would need to be picked up at the town garage.

**Motion: To adjourn.** Made: Sparrow, second: Etnier. Passed unanimously. Meeting adjourned at 9:45 pm.

*Respectfully submitted by Kristi Flynn, Recording Secretary*