

Minutes of the East Montpelier Selectboard

APPROVED 4/16/12

April 2, 2012

SB Members Present: Bruce Johnson (Chair), Seth Gardner, Casey Northrup, Steve Sparrow
Others Present: Kristi Flynn (Recording Secretary), Don Welch

Call to Order: 6:40pm

Additions to the Agenda: None

Public Comment: None

Review of Minutes

March 19, 2012

Motion: I move to approve as amended. Made: Gardner, second: Northrup

Vote on Motion: Passed 4-0

Town Treasurer's Report

Budget Status Report

- Treasurer has reviewed the line items and everything seems pretty straightforward
 - He is looking at how things are done and will review policies when the Town Clerk is back in the office
 - VLCT recommends the following financial policies:
 - Accounting standards
 - Auditing/financial statements
 - Ethics/conflict of interest policy
 - Cash receipts/petty cash
 - Investment objectives
 - Debt management
 - Capital budgeting
 - Fund balance reserve
 - Credit card policy – cards shouldn't be in the Town Clerk's name
- The Treasurer will make recommendations to the SB.
- Treasurer has already contacted many vendors to set up monthly billing which will be reconciled with the invoices.
 - Goal: document current procedures, become more efficient and reduce paper output

Resolution on Authorized Signatures for Checking Account

The bank has a dual control policy where two people must authorize payments. NEMRC can submit for payment and someone in the Town Office can authorize it. Discussion ensued regarding adding a fourth signer from the SB; it was agreed to add Seth Gardner to the authorized signature list.

Motion: I move to accept the Resolution from People's Bank as follows:

Authorization of Deposit Accounts and People's Bank

RESOLVED, That People's United Bank, and FDIC insured depository institution headquartered in Bridgeport, Connecticut, be, and it hereby is, designated a depository of funds of the Depositor, with authority to accept at any time for the credit of the Depositor deposits in the Deposit Accounts by any person or entity seeking to make such deposit and in whatever manner such deposit is endorsed or if unendorsed; and

RESOLVED, That the Depositor be, and it hereby is, authorized and directed to enter into and to be bound by the Business Deposit Account Contract and that all of the Deposit Accounts and Deposit Services shall be subject to such Business Deposit Account Contract, as modified from time to time and Depositor waives its right to jury trial in any action arising out of or connected with any account or services; and

Authorized Signers

RESOLVED, That each of the following named individuals, or persons from time to time holding the following offices of the Depositor, be, and each hereby is, designated as an Authorized Signer to act on behalf of the Depositor in accordance with these Certified Resolutions; and

Don Welch	Signer – Treasurer
Teresa Conti	Signer – Assistant Treasurer
Denise Brown	Signer – Assistant Treasurer

and add Seth Gardner as a fourth signer. Made: Northrup, second: Gardner

Vote on Motion: Passed 4-0

Motion: I move to authorize the Chair to sign the Resolution from People's Bank. Made: Northrup, second: Gardner

Vote on Motion: Passed 4-0

Town Office Reorganization Update

The SB reviewed the Signpost article.

Discussion on Contract for IT Services

rbTechnologies completed a preliminary assessment of the Town Office and provided a written report. The SB agrees they would like to bring IT service back in-town. The Chair will contact rbTechnologies for a contract.

Green Up Day Grant Application

Motion: I move to authorize the Chair to sign the Green Up Day Grant Application. Made: Northrup, second: Sparrow

Vote on Motion: Passed 4-0

Annual Highway Financial Plan

Motion: I move to authorize the Chair to sign the structures and paving grant applications. Made: Gardner, second: Sparrow

Vote on Motion: Passed 4-0

Government & Finance Sections of Draft 2013 Town Plan

Government – the SB reviewed the changes

Finance – need to add bond figures for the Emergency Services Facility and add fund balance policy

The Chair will forward to the PC once changes are made.

Appointments

Motion: I move to appoint the following: Rich Curtis, Mark Lane and Ken Santor to the Development Review Board; Tim Carver as the lead representative and Erik Esselstyn as alternate to the Central Vermont Regional Planning Commission; Paul Cate as Town Tree Warden. Made: Northrup, second: Gardner

Vote on Motion: Passed 4-0

Access Permits – tabled to a future meeting

Excess Weight Permit

Motion: I move to approve the EWP for Hutch Crane and Pump Rental, Kelly-View Farm Inc, Rice Lumber Company, Barrett Trucking Co Inc, Cardinal Logistics Management Corp, HA Manosh Corp, The A Johnson Co LLC, Ivan Maxwell, Donald Giroux Trucking, Farris Tree Service, and Harrison Redi-Mix Corp. Made: Gardner, second: Sparrow

Vote on Motion: Passed 4-0

Warrants

Signed

Other Business/Town Administrator Report

ESF Quarterly Meeting – the EMFD wants the SBs to warn the meeting, the EM SB would like them to come to a SB meeting to request use of capital reserve funds

Burn permits – SB discussed separating this function from the Fire Department

Tim Hayward – interested in running against Tony Klein

VSP/Lt White – will be attending the 4/16 meeting

Kingsbury Hydro Net Metering – combo between Kingsbury, Shapiro building and WSCU building; town can comment on the PSB proceedings

Roads Policy – next meeting is 4/12

Hogweed issue – SB was going to re-visit in May; will pursue getting a chemical treatment presentation as Cemetery Committee just wants to know how to handle it

Sand, roadside mowing, lawn mowing – bids are out; town agreed to hire Tim Frazier to do pre-season clean-up

Sanfacon – DRB decision was issued; Environmental Court may recommend mediation; town doesn't have to participate but just follow the case

SB entered executive session at 9:22pm to discuss a personnel matter. SB exited executive session at 9:35pm; no action was taken.

Motion: To adjourn. Made: Gardner, second: Northrup; **Vote on Motion:** Passed 4-0. Meeting adjourned at 9:40 pm.