

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

### **April 3, 2017 Meeting**

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

**Public Attendance:** Conservation Fund Advisory Committee members Art Chickering, Bruce Howlett, Ginny Callan and Charles Johnson; Nona Estrin, Paul Erlbaum, Mark Cannella

Chair Gardner called the meeting to order at 6:30 p.m.

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

##### **➤ Green Up Day Lunch**

**Public Comment:** Mark Cannella explained that he feels the town needs to find a way to bring more families to town. He'd like to see the community develop a marketing/promotional scheme to highlight the wonderful aspects of living in East Montpelier. Discussion centered on forming a group to develop recruitment concepts. Mr. Cannella intends to bring this same message to the Planning Commission.

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

For the past month the Conservation Fund Advisory Committee has been working with the Selectboard and Planning Commission to craft updated goals and guidelines for the use of the town's Land Conservation Fund. The committee presented revised language for the board's consideration. After altering one minor section, both groups were pleased with the end result.

**Motion: To adopt the Conservation Fund Application Packet as amended.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

#### **Discussion on Proposed Conservation Concepts for the North Street Springs**

The East Montpelier Community Groundwater Group is exploring options for conserving the large spring complex just west of the North Street/Cummings Road intersection owned by the Antonovich family. Mr. Erlbaum and Ms. Estrin briefed the board on the current efforts and requested that the town authorize TA Johnson to approach Daniel Antonovich to gauge the family's interest in working toward the conservation of the springs. The board granted the request.

#### **Green Up Day Lunch**

Ms. Swasey updated the board on the preparations for the traditional lunch provided to Green Up Day volunteers. The Jean Cate Community Fund Committee will not be hosting the lunch this year, but will continue to provide monetary support. Led by Green Up Day Coordinator Chris Racanelli, a group of volunteers will manage the event. Green Up Day is Saturday, May 6, 2017. From 9 a.m. to 3 p.m. the town operates a drop-off location for trash and recyclables in the East Montpelier Elementary School's teacher parking lot. The lunch will be held in the EMES cafeteria from 11 a.m. until 1 p.m.

### **Delinquent Tax Collector Report**

Karen Gramer, the East Montpelier Collector of Delinquent Taxes, provided an update on collections and anticipated tax sales. Collections are running slightly ahead of last year, with about \$70,000 in tax, interest, and penalties outstanding, which represents less than one percent of the total tax billings on an annual basis. Ms. Gramer and Attorney Jim Barlow intend to hold off on any tax sales until after Treasurer Welch issues the delinquent tax warrant for the current (2016/17) tax year in late May.

Ms. Gramer also presented her draft delinquent tax protocol, notice to delinquent taxpayers, and collection policy for her interactions with taxpayers after the warrant is issued. She'll be back to provide another update at the June 5<sup>th</sup> board meeting.

### **Consideration of Draft 2017 Town Meeting Minutes**

Town Clerk CJ Flynn presented the draft 2017 Town Meeting minutes to the board at its March 20<sup>th</sup> meeting. At this meeting the board proposed a few language tweaks for Mr. Flynn's consideration. The board expects to approve the minutes at its April 17<sup>th</sup> meeting.

### **Consideration of Candidates for Auditor Position**

Carla Occaso and Florence Morse both expressed interest in filling the current vacancy on the Board of Auditors. Ms. Occaso decided to defer to Ms. Morse. The board appreciated the willingness to serve of both candidates.

**Motion: To appoint Florence Morse to the vacant auditor position for the remainder of the first year, through 2018 Town Meeting, of the position's 3-year term.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

### **Consideration of VTrans Structures & Paving Grant Program Applications**

The town is considering applying for funding for two projects through the FY2018 VTrans Municipal Highway Grant program: repairing and repaving Muddy Brook Road; and, an engineering study to replace the undersized culvert carrying Mallory Brook under Center Road.

19 VSA §309(d) requires consideration of "Complete Streets" principles for all projects involving paved highways. The National Complete Streets Coalition defines Complete Streets as "streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities."

If the project does not incorporate Complete Streets principles, a written determination needs to be made that circumstances exist warranting such a decision.

**Motion: For the Muddy Brook Road paving grant application, the Selectboard finds that it has considered Complete Streets for this area and the cost of incorporating complete streets principles is disproportionate to probable use because this is an isolated stretch and improvements would not increase user volumes (19 VSA §309(d)(2)).** Made by Ms. Willis; second by Mr. Troia. Passed unanimously.

**Motion: For the Center Road/Mallory Brook culvert engineering study grant application, the Selectboard finds that incorporating complete streets principles is outside the scope of the project because of its very nature (19 VSA §309(d)(3)).** Made by Ms. Willis; second by Mr. Swasey. Passed unanimously.

**Motion: To submit to the VT Agency of Transportation a Municipal Highway Class 2 Roadway Grant Application for the repair and repaving of Muddy Brook Road, in the amount of no more than \$218,750, and a Municipal Highway Structures Grant Application for an engineering study of the Mallory Brook culvert on Center Road, in the amount of no more than \$12,000.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

### **Consideration of Annual Highway Financial Plan**

The Annual Financial Plan for Town Highways is a standard form, approved annually. The board needs to approve the plan and certify, with all signing, that the town budgets town funding of at least \$300 per mile.

**Motion: To adopt the FY2018 Annual Financial Plan for Town Highways.** Made by Mr. Troia; second by Ms. Willis. Passed unanimously.

Board members signed the form.

### **Consideration of Annual Certification of Compliance for Town Road & Bridge Standards and Network Inventory**

The Town Road and Bridge Standards and Network Inventory is another standard form, also approved annually. The board needs to certify that the town complies with the minimum road and bridge standards and has a reasonably current road network inventory. The town's standards, adopted in 2013, continue to meet the VTrans model standards. The town, through an agreement with the Central VT Regional Planning Commission, will have an updated road network inventory by the end of 2017.

**Motion: To adopt the Certification of Compliance for Town Road and Bridge Standards and Network Inventory.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

Board members signed the form.

### **Consideration of Local Emergency Operations Plan**

The town is mandated to update its Local Emergency Operations Plan annually. Adoption of the plan needs to be certified by a member of the board who has participated in required emergency management training. Chair Gardner now has the necessary training and will provide the certification for this year, replacing departed board member Casey Northrup.

**Motion: To adopt the 2017 East Montpelier Local Emergency Operations Plan.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

**Consideration of Signatory Changes for Northfield Savings Bank Account**

The town has a checking account at the Northfield Savings Bank that is used by the East Montpelier Recreation Board. This account has been labeled a point of concern by the town's internal and external auditors as it is managed outside the town's standard financial protocols. The current signatories on the account are no longer active town employees or Recreation Board members. The board decided this was a propitious time to bring the account under direct town control. TA Johnson presented the board with a draft letter to the bank altering the account signatories to Town Treasurer Welch and Assistant Treasurer Brown.

**Motion: To adopt the necessary resolution to change the signatories on the town's Northfield Savings Bank checking account to Town Treasurer Welch and Assistant Treasurer Brown and to authorize Chair Gardner to sign a letter to the bank providing notice of this action.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

**Consideration of Amendments to Town Personnel Policy**

TA Johnson developed draft language for inclusion in the town's personnel policy regarding protection for immigrants concept approved by voters at 2017 Town Meeting. Board members were uncomfortable with the wording and unsure that the personnel policy was the right vehicle to effectuate the will of the voters. Further, board member Carl Etnier, the driving force behind the town meeting article, was unable to attend the meeting. The board decided to table the issue.

**Appointments: Town Service Officer; CVSMD Representative**

**Motion: To appoint Rachael Grossman as the East Montpelier Town Service Officer for a term ending March 2018.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

**Motion: To appoint Casey Northrup as the East Montpelier representative to the Central VT Solid Waste Management District for a term ending March 2018.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

**Warrants**

Board members signed the warrant.

**Minutes**

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

**Motion: To approve the March 20, 2017 minutes as amended.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.

**Other Business**

**Town Administrator Report:**

- Charter Amendments Process:
  - Our charter amendment packet is still being worked on at the Legislative Council; no date yet when it will be introduced and assigned to committee; apparently there are a lot of charter proposals this year and we're not at the top of the list
- Hudson Adverse Possession Lawsuit Against Town:
  - Trial commences Thursday, April 6<sup>th</sup>, 9:00 a.m. in Washington County Superior Court (at the courthouse at the corner of Elm and State Streets in Montpelier); slated for a full day on Thursday and a half day on Friday, if necessary
- EM Village Sidewalk Project Progress:
  - VTrans has authorized the town to move forward with the right-of-way process; draft deeds have been created; currently determining standard values for the rights needed on the 10 affected properties
- Park 'n Ride Construction Inspection Services RFP:
  - 6 bids were received by the March 31<sup>st</sup> deadline; selection committee will meet April 10<sup>th</sup>, 1 p.m. at the town office to review the proposals
- Murray Road Culvert Replacement Project Update:
  - Invitations to bid have been sent out (16 local firms); pre-bid construction meeting will be held April 10<sup>th</sup> at 9:00 a.m. at the site; bids will be due May 1<sup>st</sup> and will be presented at the board meeting that evening
- Meeting Schedule:
 

○ 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:**

- 9 permit applications so far in 2017
- No DRB meeting in April; next meeting likely to be on May 2, 2017

**Motion: To adjourn.** Made by Ms. Willis; second by Ms. Swasey. Passed unanimously. Meeting adjourned 9:27 p.m.

Respectfully submitted by Bruce Johnson, Town Administrator

**Approved: April 17, 2017 East Montpelier Selectboard meeting**