

**East Montpelier Selectboard Meeting APPROVED (05/02/16) MINUTES
April 11, 2016 at the Town Office**

Selectboard members present: Carl Etnier (recording secretary), Seth Gardner, Casey Northrup, Kim Swasey; Bruce Johnson (town and zoning administrator).

Others present: Road Foreman Mike Garand, Mike Perrigo (H.P. Fairfield), Treasurer Don Welch.

A. CALL TO ORDER

Chair Seth Gardner called the meeting to order at 6:33 pm.

B. ADDITIONS TO THE AGENDA

Culvert Installation to Benefit Fairmont Farm

PACIF Equipment Grant Application

Forest Fund CD

Roads

C. PUBLIC COMMENT

None.

D. DISCUSSION ON ROADSIDE MOWING EQUIPMENT

Mike Perrigo, Municipal Equipment Specialist for H.P. Fairfield

Mr. Perrigo presented equipment for roadside mowing of herbaceous vegetation and brush. The rental equipment is mostly reserved for this year, but one piece is available for two weeks at the end of June. The equipment moves more slowly than our usual mowing just for herbaceous vegetation, so two weeks would not be enough to cover all the town roads.

E. CONSIDERATION OF 2016 ROADSIDE MOWING BIDS

Only one bid was received. It was from Doug Grout (Grout Farms), the town's normal roadside mower. He does not have the equipment to cut brush. TA Johnson invited bids from people who might have equipment to mow brush as well as herbaceous vegetation; no responses were received.

The town budgeted \$10,000 for roadside mowing, including some brush cutting.

The SB would prefer to cut brush later in the season than the two weeks in late June the rental equipment is available for. And Mr. Grout's services would still be needed along at least some of the roads.

On the other hand, with a limited rental of the brush-cutting equipment, the town can develop a feel for how good a fit the equipment is to the town's needs. If we like it, we can get in queue to secure a later slot next year. Mr. Garand emphasized that clearing back brush from the roads could be a multi-year project, involving gradually increasing zones free of brush.

The SB authorized Mr. Garand to rent a roadside mower with a boom for around \$3,000 per week for two weeks.

The SB decided the normal services of Grout Farms would be needed, as well.

Motion: I move to accept the bid from Grout Farms for roadside mowing in the amount of \$4,950 lump sum for one pass of mowing on all town roads plus \$75/hour for additional work as requested. Made: Ms. Swasey. Second: Mr. Etnier. 4-0.

F. CULVERT INSTALLATION TO BENEFIT FAIRMONT FARM

Mr. Garand would like to install a culvert across Lyle Young Road near Fairmont Farm to provide passage for the “manure hose” that will run from the farm to Parker’s fields along Vincent Flats/Snow Hill Roads; the hose will be threaded through existing culverts at the other road crossings. Using the hose will greatly reduce driving of manure trucks on town roads.

The decision needed to be made before the next scheduled SB meeting. With SB Chair Gardner out of town, Mr. Garand asked for and received authorization from Vice-Chair Northrup to use the town road crew to install the culvert. Fairmont Farms paid for the culvert itself. It took about an hour of road crew time.

The SB ratified the decision.

G. CONSIDERATION OF VTRANS STRUCTURES AND PAVING GRANT PROGRAM AND BETTER ROADS GRANT PROGRAM APPLICATIONS

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 Quaker Road culvert structure 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: Mr. Northrup. Second: Ms. Swasey. 4-0.

Motion: I move to submit to the Agency of Transportation a Municipal Highway Grant Application for a culvert on Quaker Road, in the amount of \$79,399.11. Made: Ms. Swasey. Second: Mr. Etnier. 4-0.

Motion: For the County 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: Mr. Etnier. Second: Ms. Swasey. 4-0.

Motion: I move to submit to the Agency of Transportation a Municipal Highway Grant Application for paving on County Road, in the amount of \$210,000. Made: Mr. Northrup. Second: Ms. Swasey. 4-0.

Motion: I move to authorize Town Administrator Bruce Johnson to sign the Muddy Brook Road Stabilization grant application to Vermont Better Roads, in the amount of \$50,455 total project costs. Made: Ms. Swasey. Second: Mr. Northrup. 4-0.

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: I move to adopt the FY2017 Annual Financial Plan for Town Highways. Made: Ms. Swasey. Second: Mr. Northrup. 4-0.

H. CONSIDERATION OF ANNUAL CERTIFICATION OF COMPLIANCE FOR TOWN ROAD AND BRIDGE STANDARDS AND NETWORK INVENTORY

The Town Road and Bridge Standards and Network Inventory is a standard form, approved annually. The board needs to certify that we comply with the minimum road and bridge standards and have a reasonably current road network inventory.

Motion: I move to adopt the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Made: Ms. Swasey. Second: Mr. Northrup. 4-0.

I. PACIF EQUIPMENT GRANT APPLICATION

Applications for the Vermont League of Cities and Towns (VLCT) 50/50 equipment grant program are due before the end of April. Mr. Garand would like a construction sign package and some safety vests (\$2,000 -- \$2,200). Our requested quote did not arrive in time for this meeting.

Motion: I move to authorize Town Administrator Bruce Johnson to submit a 50-50 grant application to VLCT PACIF for a construction sign package and safety vests. Made: Ms. Swasey. Second: Mr. Northrup. 4-0.

J. ROADS

The SB discussed the possibilities and methods of enforcing weight limits on town roads. No action taken.

The speed limit cart borrowed from Calais has been in EM Center for a while now. It is set to light up 5 mph below the speed limit; lower than that, and it is dark. The SB authorized Mr. Garand to move the sign around to different spots in town.

K. TOWN ADMINISTRATOR REPORT (EARLY EDITION, WHILE MR. GARAND WAS STILL PRESENT)

There was a claim to VLCT for gravel damage to a passing car caused by town truck. The town accepted VLCT's determination that the town, in this rare case, was responsible for the damage; the town's deductible is \$1,000. Mr. Garand says the road crew has been trained to avoid this happening again.

L. STATE POLICE COMMUNITY ADVISORY BOARD REPORT

Mr. Welch says the board meets six times per year. He wants to pass on the information. Meetings are not recorded. He would like to see minutes distributed within the town; he will make sure Mr. Johnson receives them.

If any SB member would like to attend a meeting, he will invite them.

M. TOWN TREASURER REPORT

Mr. Welch presented the town budget, which is right on target at the end of the 3rd quarter.

N. CONSIDERATION OF DRAFT FINANCIAL MANAGEMENT POLICIES

For the past couple of years our external auditor has recommended that we add more financial policies to guide our actions. We have added cash receipts and fund balance policies. Mr. Welch has suggested adding the four policies listed below, all based on VLCT model templates:

- Fraud Prevention Policy
- Investment Policy
- Contingency Reserve Fund Policy
- Journal Entry Policy

Motion: I move to approve the Journal Entry Policy as submitted. Made: Mr. Etnier. Second: Mr. Northrup. 4-0.

All others were discussed. They will be revised and resubmitted to the SB.

O. CONSIDERATION OF LOCAL EMERGENCY OPERATIONS PLAN

This is the standard, annual adoption of the plan.

Motion: I move to adopt the East Montpelier Local Emergency Operations Plan for 2016. Made: Ms. Swasey. Second: Mr. Etnier. 4-0.

P. CONSIDERATION OF NEMRC ANNUAL DISASTER RECOVERY CONTRACT

This is the annual renewal of the main off-site back-up program for our NEMRC computer modules. The cost last year was \$633.39; this year it is \$652.39, an increase of 3% (as usual).

Motion: I move to adopt the NEMRC Annual Disaster Recovery Contract. Made: Mr. Northrup. Second: Ms. Swasey.

Q. CONSIDERATION OF APPLICATION TO THE DEVELOPMENT REVIEW BOARD FOR PARK 'N RIDE PROJECT

The site plan application to the Development Review Board for the Park 'n Ride project is technically from the town, so the board needs to authorize the application. There are no changes from the February 29th board-approved design.

Motion: I move to authorize the Town Administrator to sign the site plan application to the Development Review Board for the Park 'n Ride project. Made: Mr. Northrup. Second: Mr. Etnier. 4-0.

R. CONSIDERATION OF ESF BOND USE FOR FACILITY FLASHING

As instructed by the Selectboard, the East Montpelier Fire Department (EMFD) has attempted to procure additional proposals to install the long-needed flashing on the Emergency Services Facility (ESF). No proposals other than the original one from Burrell Roofing have been received. Some companies have directly declined to submit quotes. EMFD is again requesting that the board approve the Burrell proposal so that the job can get on Burrell's 2016 schedule. It would be funded from the ESF Bond Remainder Fund, which has \$28,167 currently. The proposal is for \$4,200.

Motion: I move to authorize the use of the ESF Bond for facility flashing. Made: Mr. Northrup.

Second: Ms. Swasey. 4-0.

S. FOREST FUND CD

Treasurer Welch would like to alter the amount of the CD the board authorized at the March 21st meeting from a basic roll of the existing CD (around \$24,000) to \$20,000, because the Forest Committee anticipates some expenses for Game of Logging training sessions and the costs of obtaining/proving an east-side access to the Town Forest.

Motion: I move to authorize Treasurer Welch to renew the Forest Fund CD for \$20,000 on such terms as he sees fit. Made: Ms. Swasey. Second: Mr. Northrup. 4-0.

T. WARRANTS

Signed.

U. MINUTES

Motion: I move to approve the minutes of the March 21, 2016 meeting as amended. Made: Ms. Swasey. Second: Mr. Northrup. 4-0.

V. OTHER BUSINESS

Lenore Joy request for logging access to Jacobs road landlocked parcel

19 V.S.A. §958 authorizes the Selectboard to locate an access for logging to benefit landlocked or access challenged parcels. Ms. Joy has requested that the board determine what she legally has for access, which is not within the board's jurisdiction. After receiving advice from VLCT, County Forester Singleton, and Town Attorney Bjornlund, TA Johnson informed Ms. Joy that a proper request for access assistance to enable a logging operation would be considered by the board; such a request has not yet been proffered.

Conservation Fund Summit

The summit would continue the discussion from Town Meeting about the future use of the Conservation Fund, goals for the fund, etc. The SB had envisioned holding it May 16; it will be postponed until the fall.

CVRPC/DEC VT Clean Water Workshops

Mr. Johnson attended two such workshops recently, one standards-based for road foremen and the other a more general Act 64 introduction.

There is a "Roads and Ditches" roundtable discussion at VTC April 26th, 8:30-12:30 (lunch included!)

Mr. Johnson will be out of state on vacation April 16th-May 1st.

Meeting schedule

April 14th	7:00 pm	EMFD Quarterly Budget Presentation @ ESF
April 26th	6:30 pm	VTrans Village Bridge Forum @ U-32
April 27th	6:00 pm	ICS 402 Training @ CVRPC
May 2nd	6:30 pm	Regular Selectboard meeting
May 16th	6:30 pm	Regular Selectboard meeting

Zoning Administrator Report

6 new permit applications since March 21, 2016.

Next DRB meeting is on May 3, 2016:

Applications for a setback waiver for a new garage on Onne (formerly Dave Blosser) parcel on Towne Hill Road, conditional use approval for the Orchard Valley Waldorf School preschool on Coburn Road, and site plan approval for the town park 'n ride facility.

W. PERSONNEL MATTERS

Motion: I move to set the Treasurer's salary for FY2017 at \$33,500. Made: Mr. Etnier. Second: Mr. Northrup. 4-0.

X. ADJOURNMENT

Motion: I move to adjourn. Made: Mr. Northrup. Second: Ms. Swasey. 4-0. 10:12 pm