

Minutes of the East Montpelier Selectboard

APPROVED 5/6/13

April 15, 2013

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

Others Present: Bruce Johnson (Town/Zoning Administrator), Kristi Flynn (Recording Secretary), Don Welch, Bob Gerencser, Carol Welch

Call to Order: 6:30pm

Additions to the Agenda: Executive session for legal matter; zoning fee waiver for Old Meeting House

Public Comment: None

Proposal from Xerox/ACS for Land Records Digitization

Bob Gerencser reviewed with the SB the new upgraded proposal:

- Equipment is provided & replaced as necessary including the file server
- Complete cash management system
- Upgrade to file server if it proves too slow
- Conversion, back-up, binders and paper included
- Cost to town: toner for printer, ribbon for receipt printer & print paper for daily/weekly index
- Includes one terminal for viewing, and two search terminals
- Multi-use, multi-task system; better search capability

There was discussion regarding the layout of the office (i.e. where the terminals would be located). The SB asked if it would be possible to upgrade to this system after a year; Mr. Gerencser stated that yes, it is possible, but new hardware would need to be purchased in the meantime and re-training would be necessary. There was also discussion on the topic of putting the town records on the internet; this would be a possible source of revenue for the town. People could search the index at no cost but there would be a cost for viewing and printing land records. The SB would like to pursue the upgrade and Mr. Gerencser will draft a new contract.

Consideration of Proposed Cash Receipts Policy

Don Welch brought the proposed cash policy to the SB. It is basically formalizing what is being done already. The major change is now a returned check will result in an immediate \$20 charge added to the resident's tax bill. The Recreation Board maintains its own checking account; the Treasurer is not comfortable with the town having no control and no authorized user. There are no other boards in town that work like this and it has never been addressed; town should look at a formalized process. Mr. Welch will contact the Chair and Treasurer of the Recreation Board to discuss the issue.

Motion: I move to adopt the Cash Receipts, Petty Cash and Returned Check Policy for the Town of East Montpelier.

Made: Sparrow, second: Northrup

Vote on Motion: Passed 4-0

State Police Community Advisory Board Presentation

Presentation by Don and Carol Welch. The Central Vermont State Police Community Advisory Board (CVSPCAB) is made up of representatives from the 18 towns in Central Vermont without police departments and was started in 2003. The board is now an independent corporation and operates at the behest of the SBs as a conduit between the towns and the barracks.

Issues the CVSPCAB has done or working on:

- Surveys – people want response within 10 minutes which is usually not possible
- Incident reporting forms – in the town office
- Purchased computer and projector – trained for Neighborhood Watch
- Trooper Appreciation Night – last 5-6 years, spend about \$200-\$300
- Education – how to spread the education to the citizens of EM?
- How can CAB work more effectively with EM and SB – if there is no value should CAB be disbanded?
- VSP website – shows general location where an incident occurred
- CAB is heavily weighted with constables
- Mission statement and bylaws – will forward to the SB
- Problem with dumping – not sure how to solve it
- Front Porch Forum – use for education, brief statement or synopsis of minutes

Financial Report from Town Treasurer

On the Accounts Payable report, the expenses are already included.

Acceptance of Draft Town Plan from Planning Commission

The draft Town Plan has been received from the PC. A couple of the charts and maps are being tweaked. The SB must hold two public hearings; the 1st hearing will be held after 30 days from 4/10. The SB decided on 5/13, which is an off-Monday. The 2nd hearing was scheduled for 6/3 after 15 days' notice. No motion is necessary.

Discussion of Potential CVSWMD Grant Application

Motion: I move to authorize the Town Administrator to sign the CVSWMD Grant Application. Made: Northrup, second: Swasey

Vote on Motion: Passed 4-0

Discussion of Potential Use of Revolving Loan Fund to Assist the East Montpelier Senior Living Initiative

The SB held a discussion about keeping the administration of the Revolving Loan Fund in-house. EMSLI is not moving quickly, but the SB agreed to leave the offer open for now.

Consideration of NEMRC Disaster Recovery Agreement

Motion: I move to approve the annual NEMRC Disaster Recovery Agreement effective through 5/9/14. Made: Sparrow, second: Northrup

Vote on Motion: Passed 4-0

Consideration of rbTech IT Services Contract Renewal

rbTech has offered the town the same rate as last year and some training was done with the Road Foreman and his laptop. The contract now states that the unused monthly hours accumulate to be used before the end of the contract year.

Motion: I move to authorize the Town Administrator to sign the rbTech Proactive Maintenance Contract. Made: Swasey, second: Northrup

Vote on Motion: Passed 4-0

Consideration of Appointments to Charter Committee

Eleven residents are interested.

Motion: I move to appoint the following to the East Montpelier Charter Committee: Carl Etnier, Julie Potter, Rick Mastelli, Edie Miller, Jack Pauly, Richard Brock, Norman Hill, Michael Duane, Ed Deegan, Kim Watson and Karen Gramer. Made: Northrup, second: Sparrow

Vote on Motion: Passed 4-0

Appointments

Motion: I move to appoint Ken Santor and Colin Blackwell to the Forest Committee. Made: Sparrow, second: Swasey

Vote on Motion: Passed 4-0

Legal Matter

Motion: I move to go into Executive Session for a legal matter. Made: Northrup, second: Sparrow

Vote on Motion: Passed 4-0

The SB entered executive session at 8:13pm, SB exited at 8:17pm.

No action was taken.

Old Meeting House

There is a shed in the southwest corner of the property that was approved with a 25' setback. This issue should have gone to the ZBA for a non-conforming building. They now want to add a 6' lean-to for storage of the lawn mower and snow blower. The applicants have requested a fee waiver for the DRB meeting.

Motion: I move to waive the \$185 DRB hearing fee for the Old Meeting House. Made: Sparrow, second: Northrup

Vote on Motion: Passed 4-0

Excess Weight Permits

Motion: I move to authorize the Town Administrator to sign Excess Weight Permits for: Hutch Crane & Pump Rental Corp, Kelley-View Farms, Inc, Fred Vance, and Dubois Construction Inc. Made: Sparrow, second: Northrup

Vote on Motion: Passed 4-0

Warrants

Signed

Review of Minutes

April 1, 2013

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

Vote on Motion: Passed 4-0

Other Business

Town Administrator (TA) Report

- EMFD Quarterly Budget Meeting – 4/18 at 7pm at ESF; SB needs a response from Calais SB regarding the status of the EMFD agreements
- Town Clerk issues – SB needs to review and sign the town meeting minutes; Town Clerk will be having surgery on 4/30 and will be out at least 3 weeks, Assistant Town Clerk Denise Brown can handle the duties
- Park N Ride – Phase II ESA has not been received; WEC has requested two handicap spots but EM does not have control of the land; two issues: handicap spots cannot be across the road, and should be on WEC's property
- WEC Annual Ballot – **Motion: I move to authorize the Town Administrator to sign and return the WEC ballot on behalf of the town.** Made: Swasey, second: Northrup **Vote on Motion:** Passed 4-0
- Amendment of 3/18 minutes – TA will amend the number of hours contracted with VSP
- Bike & Ped – state signed off; town has two months to move forward; the Village Committee can get back involved; town needs to hire a local program manager
- Sawyer –sent claim regarding damage to their leach field; TA has forwarded the claim to VLCT
- VTrans grant – town applied for Mallory Brook and Quaker Road structures grants and County Road paving grant
- Discussion regarding EMES fees for town events – the SB agreed there needs to be a joint discussion between the SB, EMES school board and the town treasurer; it doesn't make sense to pay the custodian directly

Zoning Administrator (ZA) Report

EMES renovation was approved by the DRB on 4/2. The next DRB meeting is 5/7: Casella applied for a permit amendment requesting a 2.5x increase in capacity due to a shutdown of Moretown landfill.

Motion: To adjourn. Made: Northrup, second: Sparrow. Passed unanimously. Meeting adjourned at 9:15 pm.

Respectfully submitted by Kristi Flynn, Recording Secretary