

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

**June 18, 2012**

**SB Attendance:** Chair Bruce Johnson, Carl Etnier, Casey Northrup, Seth Gardner

**Calais SB Members Present:** Chair Denise Wheeler, Mike Garand, Toby Talbot, Rose Pelchuck (administrative assistant)

**Public Attendance:** Jay Copping, Greg Pelchuck

The meeting was called to order at 6:37 pm.

**Additions to Agenda:** Warrant to destroy unlicensed dogs

**Public Comment:** None

### **Town Treasurer Report**

Town Treasurer Don Welch provided an updated budget summary.

### **Fund Balance Policy Determinations for FY2013**

The East Montpelier Fund Balance Policy requires a resolution by the end of the current fiscal year to set aside any funds to be committed for a specific purpose. As there is no need to commit any such funds this year, no action was taken.

### **Capital Reserve Fund CD Renewal**

The Capital Reserve Fund CD is up for renewal. The board determined the funds are not needed at the present time so decided to allow the CD to be renewed. Given the low yield of any CD term at this point, the board decided to allow the treasurer to set the CD length.

**Motion: To authorize the renewal of the People's United Bank Capital Reserve CD for no longer than one year on such terms as Town Treasurer Don Welch deems appropriate.** Made by Mr. Etnier; second by Mr. Northrup. Passed unanimously.

### **Joint Meeting with Calais Selectboard re: EMFD Contracts**

Chair Wheeler called the Calais board meeting to order at 7 pm.

Prior to this meeting the two boards decided to hold a series of joint meetings to determine how to best handle the upcoming expiration of the original written contracts governing the delivery of emergency and ambulance services by the East Montpelier Fire Department, Inc. to the two towns.

The boards discussed the necessity to issue a formal written notice of non-renewal by September 1, 2012 to avoid a 5-year renewal on the same terms as currently exist in the two contracts. Both boards saw a need to alter certain terms including the budget allocation percentage between the two towns as well as the EMFD budget presentation methodology. Board members also expressed interest in adding a clause dealing with the funding and use of the EMFD Capital Reserve Fund. The boards decided to issue the required notice and continue meeting to discuss potential alterations to the current agreements.

**Motion: To give the required written notice of non-renewal of both the Contract with Respect to Ambulance Services and the Interlocal Contract with Respect to Firefighting Services to the Town of Calais and the East Montpelier Fire Department.** Made by Mr. Etnier; second by Mr. Gardner. Passed unanimously.

The Calais board passed a motion to give a similar notice to East Montpelier and the EMFD. The boards decide to authorize the East Montpelier Town Administrator to craft a joint letter from the two towns. Both board chairs will sign the letter and then forward it to the EMFD.

Calais will host the next joint meeting at the Town Hall in Gospel Hollow on July 30, 2012 at 7:30 pm.

**CDL Drug & Alcohol Policy**

Consideration of this item postponed to a later date.

**VTrans Bicycle Parking Grant Application**

The VT Agency of Transportation is offering a grant program to 100% fund the purchase of bike racks for municipal property. The town is interested in submitting an application for racks at the recreation field and the town office building (schools are not eligible for this program).

**Motion: To authorize the Town Administrator to sign and submit an application for the 2012 VTrans bicycle parking grant program.** Made by Mr. Gardner; second by Mr. Northrup. Passed unanimously.

**Employee Raises for FY2013**

The board discussed the FY2013 budget and the possibility of raises for the employees. The town clerk/treasurer budget line is \$40,000 for FY2013, an increase of \$1,300 from FY2012. The board had previously decided that the Town Clerk would retain the entire salary line for FY2013 and the newly-elected Town Treasurer would receive \$26,000 for FY2013.

Chair Johnson recused himself from the employee wage discussion and left the room. Vice-chair Gardner took control of the discussion.

**Motion: To enter executive session for a personnel matter.** Made by Mr. Etnier; second by Mr. Northrup. Passed unanimously.

Executive session: entered 9:15 pm; exited 9:25 pm.

Mr. Johnson returned to the room, but did not take part in the discussion or motions on employee wages.

**Motion: To set the salary for the Town Administrator at \$52,000 for FY2013.** Made by Mr. Etnier; second by Mr. Gardner. Passed 3-0.

**Motion: To set the FY2013 hourly wage for town employees at the following levels:**

<b>Denise Brown</b>	<b>\$14.60</b>
<b>Dina Bookmyer-Baker</b>	<b>\$18.03</b>
<b>Kristi Flynn</b>	<b>\$13.00</b>
<b>Jim Abbott</b>	<b>\$16.00</b>
<b>Craig Seadeek</b>	<b>\$17.00</b>

<b>Ken Lorden</b>	<b>\$18.75</b>
<b>Frank Campbell</b>	<b>\$19.20</b>
<b>Mike Garand</b>	<b>\$25.40</b>

Made by Mr. Northrup; second by Mr. Etnier. Passed unanimously.

Mr. Johnson resumed the chairmanship.

### **Excess Weight Permits**

Chair presented excess weight permit applications EW-12-46 & EW-12-48.

**Motion: To approve and authorize the Chair to sign the excess weight permits for Eastern State Transportation (EW-12-46) and Bellavance & Sons (EW-12-48).** Made by Mr. Northrup; second by Mr. Etnier. Passed unanimously.

### **Addition to Agenda: Warrant to Destroy Unlicensed Dogs**

Town Clerk Terri Conti presented the list of unlicensed dogs and a warrant for the constables and animal control officers to destroy unlicensed dogs. Board members were uncomfortable with the warrant and decided to investigate the statutory guidelines underlying the warrant. The issue will be on the July 2, 2012 Selectboard meeting agenda.

### **Warrants**

Selectboard members signed the main warrant. A second warrant for a number of checks returning tax overpayments was determined to lack sufficient documentation. The board decided to designate one member to sign the warrant once the auditors were satisfied with the supporting documents.

**Motion: To authorize Seth Gardner to sign the tax overpayment warrant once sufficient documentation is provided.** Made by Mr. Etnier; second by Mr. Northrup. Passed unanimously.

### **Minutes**

Chair presented the minutes of June 4, 2012.

**Motion: To approve as amended the minutes of the June 4, 2012 East Montpelier Selectboard meeting.** Made by Mr. Northrup; second by Mr. Etnier. Passed unanimously.

### **Other Business/Town Administrator Report**

The contracted energy efficiency improvements for the town office building by duPont Construction will be done the week of July 23<sup>rd</sup>.

Collegiate Entrepreneurs gave an estimate of \$13,898 for a complete two-coat painting of the town office building. The board wants to get more estimates.

Preliminary layout designs have been developed for the proposed park 'n ride at the WEC garage property. The town will work with VTrans to determine the design to use as the project moves forward. WEC has not yet granted access for a continuation of the Phase II environmental site assessment at the property.

Zoning Administrator Dina Bookmyer-Baker provided a land use report detailing zoning actions during April and May 2012.

EMFD Chief John Audy informed the board that he will not seek reelection as chief next May.

Town Clerk Terri Conti provided a draft version of the 2012 Town Meeting minutes.

The board will hold a hearing on July 2<sup>nd</sup> for a certification of salvage yard location for the Montague Salvage Yard behind Buy Right Auto. The Spillane family of South Burlington currently uses the yard for its towing operation and is interested in buying the property from Art Montague. Montague holds a current town certification that expires in 2014, but such certifications are non-transferable.

### **Personnel Matters**

**Motion: To enter executive session for a personnel matter.** Made by Mr. Etnier; second by Mr. Northrup. Passed unanimously.

Executive session: entered 10:30 pm; exited 10:43 pm. No action taken.

**Motion: To adjourn.** Made by Mr. Etnier; second by Mr. Northrup. Passed unanimously.

Meeting adjourned 10:44 pm.

Respectfully submitted by Bruce Johnson, Selectboard

**Approved: July 2, 2012 East Montpelier Selectboard meeting**