

**East Montpelier Selectboard Meeting APPROVED MINUTES (07/07/14)
June 23, 2014 at the Town Office**

Selectboard members present: Carl Etnier (recording secretary), Seth Gardner, Steve Sparrow, Kim Swasey

Others present: Bruce Johnson (town administrator), Mike Garand (road foreman), Amy Nixon (Times Argus)

A. CALL TO ORDER

Chair Seth Gardner called the meeting to order at 6:40 pm.

B. ADDITIONS TO THE AGENDA

Two VTrans grants

C. PUBLIC COMMENT

None

D. Road Foreman Report

Mr. Garand reported that VTrans has awarded the town a paving grant for Gallison Hill Road, at \$110,500 with a 20% town match. VTrans has also awarded the town a \$62,908.70 grant with a 10% match for the very large Dodge Road culvert that has lifted out of its cradle.

Mr. Northrup, by phone call with Mr. Johnson before the meeting, made a suggestion that with the Gallison Hill grant, we should use the money it frees up in our budget to repave Vincent Flats Road this year. Mr. Garand recommended that Vincent Flats be done with replacing numerous culverts, adding more gravel, and adding thicker asphalt. That would cost considerably more than what the Gallison Hill grant frees up in the paving budget.

We have not yet received a response from the state in our project to reclassify Vincent Flats as Class II, which would make it eligible for a VTrans paving grant.

Motion: I make the motion to authorize Bruce Johnson to sign the VTrans grants for Gallison Hill Road and the Dodge Road culvert. Made: Ms. Swasey. Second: Mr. Sparrow. 4-0

The rear window blew out in the Lo Pro; the window needs to be replaced before the vehicle is traded in for the new one.

The chassis for the new 6-wheeler is finished.

Motion: I make the motion to authorize Seth Gardner to sign a special warrant to pay the invoice due on the new truck chassis. Made: Ms. Swasey. Second: Mr. Sparrow. 4-0

E. FUND BALANCE POLICY DETERMINATIONS FOR FY2015

Motion: I make the motion to

1) move \$25,000 listed in the FY14 budget as “Park ‘n Ride Project”, but intended as money for required cost matches for village grants to 505 fund (Village Sidewalk Grant) for use as a part of the required cost match for the sidewalk grant and as needed for other Village grant projects

**2) move the balance of the FY14 paving line to augment the FY15 paving line, and
3) move the balance of the 221 fund (EMFD Paint Fund) to the general fund balance
Made: Mr. Etnier. Second: Ms. Swasey. 4-0**

F. CONSIDERATION OF NEMRC PAYROLL SERVICES CONTRACT

The contract is \$5,200 this year, \$50 above FY 14.

The SB discussed the possibility of using other payroll services or bringing the work in-house. This is a possibility that might be suited to coincide with the hiring of a treasurer in March 2015.

Motion: I make the motion to continue using NEMRC for remote payroll processing services for FY 2015 at \$5,200. Made: Mr. Sparrow. Second: Ms. Swasey. 4-0.

G. CONSIDERATION OF FY15 CENTRAL VT HUMANE SOCIETY CONTRACT

The humane society has offered to extend their contract to accept animals per our current Stray Animal Holding Agreement through June 30, 2015 at no cost.

Motion: I make the motion to authorize Bruce Johnson to sign the contract with Central Vermont Humane Society to accept animals as per the current Stray Animal Holding Agreement, through June 2015. Made: Mr. Sparrow. Second: Ms. Swasey. 4-0.

H. CONSIDERATION OF PROPOSED NEW STREETLIGHT LOCATIONS

New streetlights were proposed by the former energy committee at the intersections of Towne Hill and US Route 2 and at Towne Hill/Gallison/Brazier. In addition, Mr. Northrup would like the SB to consider a new light at the bottom of Fair Road, at the intersection with VT Rte. 14.

Mr. Etnier will discuss with the former energy committee members the recommendations and research general guidelines for lighting intersections.

I. CONSIDERATION OF PROPOSED STREET NAME AT NORTHWOOD APTS

The state E911 board requested that the town renumber Northwood Apartments (in essence adding a short spur road) and clean up the confusion at the intersection of Northwood Drive and Eliot Pratt Road (the crossroad that goes into Goddard College). Alan Goldman, Northwood's owner, asked that the new road be named "Southwood Drive."

Motion: I make the motion to name the spur road off of Northwood Drive, serving apartments A, B, and C, to Southwood Drive. Made: Mr. Sparrow. Second: Mr. Etnier. 4-0

J. DESIGNATION OF LOCATIONS FOR MEETING AGENDA POSTING

The new Open Meeting Law amendments require us to formally designate locations.

Motion: I make the motion to designate the town office, the East Montpelier Post Office, and the East Montpelier Elementary School as the official places to post meeting agendas for town business. Made: Mr. Etnier. Second: Ms. Swasey. 4-0

K. DISCUSSION ON POTENTIAL PERSONNEL POLICY AMENDMENTS

Potential amendments include:

- Full time employee definition for health benefits (30 hrs/wk is the federal standard; we have 35)
- Retiree health insurance benefit (no one is now using it; the town is not allowed to continue

- doing it the way it has been done)
- Sick leave & holidays (add the day after Thanksgiving as a permanent holiday; possibly extend sick leave to the minimum in the paid sick leave bill that was debated in the legislature this year, 56 hours)
- Update of language to reflect new CDL Drug & Alcohol Policy
- Update to reflect new life & short term disability benefits & hours for same
- Update to reflect new Conflict of Interest Ordinance

Mr. Johnson will draft these for discussion at a future meeting.

L. DISCUSSION ON LIFF JUNK MOTOR VEHICLE SITUATION

Mike Liff has given the town a letter that he received from Zoning Administrator Diana Chace in 2003, recording an agreement for him to erect a fence to hide the unregistered vehicles on his property. On the other hand, he continues to make progress in cleaning up the old vehicles, and he is willing to continue doing so.

The town will write another letter to Mr. Liff to thank him for the progress so far, acknowledge the letter from 2003, and request a time on Aug. 4 for a visit from Mr. Gardner and Mr. Sparrow, who have been working with him.

M. MINUTES

**Motion: I make a motion to accept the minutes of May 19, 2014 as amended. Made: Mr. Etnier.
Second: Ms. Swasey. 4-0.**

**Motion: I make a motion to accept the minutes of June 2, 2014 as amended. Made: Mr. Etnier.
Second: Ms. Swasey. 4-0.**

**Motion: I make a motion to accept the minutes of June 16, 2014 as submitted. Made: Mr. Etnier.
Second: Mr. Sparrow. 4-0.**

N. CONSIDERATION OF EMPLOYEE PAY RATES FOR FY2015

**Motion: I move to enter executive session to discuss a personnel matter. Made: Mr. Etnier.
Second: Ms. Swasey. 4-0**

Motion: I make the motion to set the FY 2015 wages and salaries at the following levels:

Road crew

Mike Garand \$26.50

Ken Lorden \$19.20

Craig Seadeck \$18.00

Frank Campbell \$19.60

Temporary Highway Workers \$16.00

Office workers

Denise Brown (municipal assistant) \$15.75

Kristi Flynn (Planning Commission and Development Review Board recording secretary) \$13.25

Assistant clerk \$12.50

Listers \$15.00

Auditors \$15.00

Salaried employees

Terri Conti (town clerk) \$41,000

Bruce Johnson (Town and zoning administrator) \$72,675

Don Welch (treasurer) \$29,000

Made: Ms. Swasey. Second: Mr. Etnier. 3-0 (Mr. Sparrow recusing himself)

Motion: I make the motion to give 40 hours of extra vacation time to Denise Brown in recognition of services provided above and beyond her job description. Made: Ms. Swasey; Second: Mr. Etnier. 3-0 (Mr. Sparrow recusing himself)

O. OTHER BUSINESS

Copier upgrade:

The town has reached the time (less than 1.5 years remaining on a 5-yr lease) when competing copier companies will propose buyouts of our current copier lease coupled with machine upgrades and new leases; this is a big deal in the office as the current copier is difficult to keep in active service and the current copier was obsolete when purchased (good speed; bad mechanics; no color, not even color scans; no longer a brand offered locally). Mr. Johnson will solicit proposals for presentation at a July meeting.

Draft minutes:

Now that the SB will be posting its draft minutes within five days of a meeting, the SB discussed procedures for having a second set of eyes review them before they are made public. They would still not be approved by the board, but a second set of eyes could catch potential errors. Mr. Johnson will do that for SB minutes; other boards and committees will need to set up their own procedures, if they wish.

Northstar Permit:

Vermont State Police Captain Paul White contacted Mr. Johnson to get the permit history for Northstar. The town may never have issued Northstar a permit to sell fireworks. There is no issue with zoning. The town does not have a procedure for issuing a permit to sell fireworks. Mr. Johnson will research what a procedure might entail.

Town Meeting Solutions Committee:

Mr. Etnier reported that the committee continues to try to constitute itself at full strength. He requests that the town web site offer a link to the committee's work, perhaps in multiple places.

North Street dogs:

Mr. Etnier reported that Amy Thornton's dogs have been reported off leash, off the property, in violation of the agreement Ms. Thornton reached with the town in January. He is investigating options for proceeding.

Update on Village Bridge Project:

It appears that VTrans' current plan is to build the bridge on site, in the slot planned for the temporary bridge (Plante property); bridge will then be slid into place. This will lead to a shorter closure period, perhaps as little as 30-40 days. The likely timing will be in late summer/early fall to avoid worst of business interruptions. The bridge is still 2+ years out as contentious r-o-w process, under federal

rules, takes 18-24 months. Fire chief Ty Rolland is trying to convince state to install dry hydrant.

Upcoming Schedule of Events:

July 7th Selectboard regular meeting, 6:30 p.m. at town office
July 21st Selectboard site inspections, public hearing, regular meeting
6:00 p.m. site inspections starting at Barstow driveway
6:30 p.m. public hearing on road reclassifications
6:45 p.m. regular meeting
August 5th Selectboard regular meeting, 6:30 p.m. at town office
August 19th Selectboard regular meeting
Sept 8th Selectboard special meeting
Sept 22nd Selectboard special meeting
October 6th Selectboard regular meeting

Zoning Administrator Report:

Still at 35 permits applied for & issued in 2014

East Montpelier Elementary School fire pond fence looks like it will be an 8-foot chain link (with small mesh rather than standard openings) topped by a 1-foot segment angled out with smooth wire.

Next likely DRB meeting is August 6th:

Fontaine sawmill site plan amendment
Lylehaven subdivisions – sketch plan review

P. ADJOURNMENT

Motion: I make the motion to adjourn. Made: Mr. Sparrow. Second: Ms. Swasey. 4-0 at 9:51 pm.