

Minutes of the East Montpelier Selectboard

August 21, 2017 Selectboard Meeting

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

Public Attendance: Paul Erlbaum, Rachael Grossman, Ed Deegan, David Delcore (Times Argus)

Chair Gardner called the meeting to order at 6:32 p.m.

Additions to Agenda: None

Public Comment:

Mr. Erlbaum, Ms. Grossman, and Mr. Deegan all expressed appreciation for the good work of TA Johnson. The trio also stated the desire that the board and TA Johnson resolve their current differences in a way that ensures TA Johnson revokes his resignation and remains on the job.

Consideration of Delinquent Tax Collection Policy

Board members continued review of the draft policy. No concerns were raised.

Motion: To adopt the Town of East Montpelier Delinquent Tax Collection Policy, including the Notice of Abatement of Taxes. Made by Mr. Troia; second by Ms. Willis. Passed unanimously.

Board members signed the policy document.

Discussion of 2018 Draft VLCT Municipal Policy

The board reviewed the draft policy. Suggested amendments are due to VLCT by September 1, 2017, but can also be raised at the annual VLCT membership meeting on October 4, 2017. Board members decided not to submit any amendments at this time. Review of the draft policy will be on the September 11, 2017 board meeting agenda.

Consideration of Submittal of Septic Permit Amendment Application for Town-owned US Rte. 2 (Benton) Parcel

The Central VT Habitat for Humanity parcel, with the recently completed residence, located at 1248 US Rte. 2 is about to be transferred to its recipient family. As part of the transfer process an error was noted in the state water & wastewater permit. An amendment to correct the error has been prepared on behalf of CVHH, but because the mound system is located on the abutting property owned by the town, the town also needs to authorize the amendment paperwork.

Motion: To authorize Chair Gardner to sign the “Landowner Signature Sheet” and the certification statement regarding overshadowed property owners for the state water & wastewater permit amendment package affecting the town-owned Benton parcel to be submitted

by Central VT Habitat for Humanity. Made by Mr. Troia; second by Ms. Willis. Passed unanimously.

Chair Gardner signed the documents.

Consideration of People's United Bank Credit Card Application for Road Foreman Perry

The road foreman generally carries a town credit card for necessary small purchases. The board would like RF Perry to have a card with the same credit limit, \$1,500, as retired RF Mike Garand. To obtain a card under the town's People's United Bank account the board needs to adopt a formal resolution authorizing Treasurer Don Welch to request the card.

Motion: To adopt the People's United Bank Businesscard Resolution Form resolutions as necessary to authorize Treasurer Welch to apply for a credit card on behalf of Road Foreman Guthrie Perry. Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

Town Clerk Transition

➤ **Discussion on Transition Elements**

- The board will work with Dave Grundy, the chair of the Board of Civil Authority, to ensure a proper send-off for out-going Town Clerk CJ Flynn.

➤ **Certificate of Appointment for New Town Clerk Rosie Laquerre**

- Now that Ms. Laquerre has accepted the town clerk position, the board needs to formally appoint her to the post.
- **Motion: To appoint Rosie Laquerre as the East Montpelier Town Clerk for the term September 1, 2017 through June 30, 2018.** Made by Mr. Troia; second by Ms. Swasey. Passed unanimously.
- Board members signed the certification of appointment which will be submitted to the Washington County Clerk.

➤ **Consideration of Ms. Laquerre's Short-term 2nd Job Request**

- Ms. Laquerre currently works for Brio Food Company LLC. That firm is shutting down operations and Ms. Laquerre has been asked to provide very part-time administrative help for the process during the month of September. Under the town's personnel policy the board has some control over the acceptance of outside work. Board members saw no conflicts in this situation.
- **Motion: To allow Ms. Laquerre to accept the proffered employment as no conflict is evident.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

Discussion on Town & Zoning Administrator Position

Tabled until after all other meeting items.

Warrants

Board members signed the warrant.

Minutes

Chair Gardner presented the draft minutes of the August 7, 2017 board meeting that was continued to August 11th and finally concluded on August 14th.

Motion: To approve the August 7, 11, & 14, 2017 minutes as presented. Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

Other Business**Town Administrator Report:**

- Lamb Petroleum Discharge Remediation Activity:
 - The town received a Notice of Intent for recertification of the Lamb remediation activity at 2910 US Rte. 2. Comments are due by August 27, 2017. The board had no concerns.
- ERAF Community Report:
 - As of August 15, 2017 East Montpelier is one of only 15% of Vermont towns to qualify for the full 17.5% state portion of the FEMA storm reimbursement funding (FEMA contributes 75%; a minimum of 7.5% up to the max of 17.5% from the state; and, the rest from the locality).
- Road Foreman IT Equipment:
 - The town's IT provider, rbTechnologies, recommends an iPad with GPS enabled to meet the on-the-go needs of the road foreman. This will eliminate the need for the foreman to have a cell phone and DSL service at the town garage. RF Perry will be provided the equipment under a town account through Verizon.
- 2017/18 Tax Year Update:
 - Tax bills have been sent out and the Grand List has been lodged. Any adjustments to the 2017 Grand List will now need Selectboard approval, except for state mandated changes (i.e., current use, homestead, and business use updates).
- External Audit
 - Sullivan Powers has completed the in-office portion of the annual external audit. We should receive the draft audit by the end of October. Treasurer Welch has already received and completed the necessary journal entries requested/ordered by Sullivan Powers after the in-office review was completed.
- Meeting Schedule:
 - August 23rd 2:30 pm Kick-off meeting at town office for intersection study
 - August 23rd 7:00 pm BCA meeting
 - Sept. 11th 6:30 pm Selectboard special meeting (no September 4th or 18th meeting)
 - Sept. 15th 8:30 am 2017 Municipal Day; VT agency workshops at National Life
 - October 2nd 6:30 pm SB regular meeting

Zoning Administrator Report:

- 2 permit applications since August 7, 2017, both for new single-family residences.
- No DRB meeting in September. The next scheduled meeting is on October 3, 2017.

Discussion on Town & Zoning Administrator Position

The board opened discussion on an extension of the town administrator's contract.

Motion: To enter Executive Session under 1 V.S.A. §313(a)(3) to discuss employment-related issues. Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

Board entered Executive Session at 7:50 p.m.; exited at 8:45 p.m.

Motion: To approve the town administrator's contract extension as presented. Made by Ms. Swasey; second by Ms. Willis.

Motion failed on a 2-2 vote (Yeas: Ms. Swasey & Ms. Willis; Nays: Mr. Troia & Mr. Gardner).

Motion: To offer TA Johnson a contract extension as of July 1, 2017 including a 3%/year salary increase, a 30% of health insurance premium value stipend in lieu of taking the town's health insurance offering, and a \$16,000 severance package to start, increasing by \$5,000/year. Made by Mr. Troia; second by Ms. Willis. Passed 3-1 (Ms. Swasey).

TA Johnson thanked the board, but rejected the offer.

Motion: To accept TA Johnson's July 11, 2017 letter of resignation with an effective date of December 31, 2017. Made by Mr. Troia; motion died for lack of a second.

The board discussed options for moving forward, the methodology for reconsidering defeated motions, and the possibility of continuing the meeting to a time when Mr. Etnier would be present.

Motion: To adjourn. Made by Mr. Troia; second by Ms. Willis. Passed unanimously. Meeting adjourned 9:00 p.m.

Respectfully submitted by Bruce Johnson, Town Administrator

Approved: September 11, 2017 East Montpelier Selectboard meeting