

# Minutes of the East Montpelier Selectboard

*APPROVED 11/18/13*

November 4, 2013

SB Members Present: Seth Gardner (Chair), Carl Etnier, Casey Northrup, Steve Sparrow

Others Present: Bruce Johnson (Town Administrator), Kristi Flynn (Recording Secretary), Duane Wells, Ross Hazel, Edie Miller, Carolyn Pastore, Terry Allen, Lori Martin Buley, Deb Fillion, Mike Garand, Michael McCarty, Etsuro Nishiyachi, Suzanne Nishiyachi, Jim Olmsted

**Call to Order:** 6:35pm

**Additions to the Agenda:** None

**Public Comment:** None

## **Discussion with SignPost Personnel Regarding Coordination between SignPost Communications and Town Website**

The SignPost website was started as an archive for past SignPost issues, but grew over time because the town didn't have a website. It is assumed that most of the current content will move to the town website: list of committees and links (if available), public documents, like zoning regulations, Town Plan and forms, and a calendar. The SB noted that the website will be live next week as eastmontpeliervt.org. Items that may stay on the SignPost website: archive SignPost issues, link to town website, land transfers, births, and deaths. There will be a link on the town website to the SignPost website and a calendar on the town website will probably have municipal events only. The SB will create a policy committee to include members of the SignPost personnel and will advertise for other townspeople. The policy committee will help with layout and content. The SignPost has an ongoing issue of deciding whether the issue will be mailed or online only. For the SignPost budget, they will be preparing an article for Town Meeting, as they do not want to be part of the SB budget.

## **Consideration of Revolving Loan Fund Loan to EMSLI**

EMSLI would like a grant that could be converted to a loan if the project is ultimately funded. \$20,000 could be used like a Line of Credit. EMSLI initially needs \$1000 for access permit work, and they are hoping to get \$5000 from the state for a feasibility study. The SB would like to talk to the Revolving Loan Fund Committee before making a final decision.

## **Access Permits**

SB held a discussion on permit #13-042 for Elliott Kaiman. The property is at a tough place to get good site distance and ledge would need to be removed by blasting. The neighbors, the Nishiyachi's, have agreed to share their driveway access so that no blasting of ledge would be needed.

**Motion: I move to approve permit #13-042.** Made: Mr. Etnier, second: Mr. Northrup

**Vote on Motion:** Passed 4-0

## **Discussion with Road Foreman (RF), Mike Garand**

- Captain Kidd Rd – RF will be on vacation during the site visit, though the road is in very good condition and he has no problem with the town taking it over
- Vehicle Idling Reduction Policy – town adopts a policy to implement state law for idling vehicles

**Motion: I move to adopt the Town of East Montpelier Vehicle Idling Reduction Policy.** Made: Mr. Sparrow, second: Mr. Etnier

**Vote on Motion:** Passed 4-0

- Spring road posting – out-of-town companies are leasing sugar bushes and traveling on town roads. Large trucks will ruin the back roads and the town has jurisdiction to limit travel on town roads.
- Equipment replacement –
  - Lo-Pro – hoping it makes it through the winter; International has a new model at the same weight, RF is considering purchasing a flat bed with sides, which would be less expensive.
  - Pick-up – used all the time; doesn't have to be full-size but big enough for a snow plow would be helpful; the current pick-up won't last much longer as it is 12 years old; SB considered buying another used truck for \$12-15,000.
- Johnson Road – residents will remove the new, upper culvert

**Motion: I move to authorize PW McCoy Corp to remove the culvert near 330 Johnson Road.** Made: Mr. Etnier, second: Mr. Sparrow

**Vote on Motion:** Passed 4-0

- Class 4 roads – 8 roads – status was discussed and no action taken
  - Johnson Road
  - Donor Road
  - Foster Road

- Barstow & Johnson driveways
- Minister Road
- Old Fair & Banfield Roads
- Winter Roads Policy – the policy is the same as last year

**Motion: I move to adopt the 2013-2014 Winter Operations Plan.** Made: Mr. Northrup, second: Mr. Sparrow

**Vote on Motion:** Passed 4-0

- Winter season issues –
  - Part-time help – Jim Abbott and Brian Pelchuk
  - On-call foreman – mainly use guys in town, possibly use Craig (lives in Worcester), rotate pager with on-call stipend; RF will write up the criteria to be used; SB agreed on \$100 per week for a stipend
- FY2015 paving plan – Vincent Flats Road – RF recommends starting over for an estimated \$300,000, could do a thick shim and overlay; Gallison Hill, Lylehaven and Quaker Hill should be done; everything was crack sealed this year
- Veterans Day – work 11/1, trade for 11/18
- Structures grant – Dodge Road will cost over \$175,000, a larger culvert is recommended; town will be receiving \$175,000 from the state; Murray Road needs to be done, but not as urgent as Dodge Road
- Concentra/Workers Comp Policy –

**Motion: I move to approve using Concentra as the East Montpelier Workers Comp provider.** Made: Mr. Etnier, second: Mr. Northrup

**Vote on Motion:** Passed 4-0

**Motion: I move to adopt the Incident Reporting, Medical Treatment & Accident Investigation Policy.** Made: Mr. Northrup, second: Mr. Etnier

**Vote on Motion:** Passed 4-0

#### Consideration of Website Policy

**Motion: I move to adopt the Website Policy.** Made: Mr. Etnier, second: Mr. Northrup

**Vote on Motion:** Passed 4-0

#### Charter Committee Update

Mr. Etnier reported that the committee will meet every Wednesday through 11/20, as needed. The committee decided to keep the Delinquent Tax Collector as elected and to recommend a conflict of interest policy as an ordinance instead of in the charter.

#### Review of FY2013 Town Financial Audit

The town has a healthy fund balance. The audit will be reviewed in more detail during budget talks.

#### Consideration of ACS Records Digitization Contract

**Motion: I move to approve the ACS contracts for microfilm and record digitization and authorize Town Administrator to sign contracts.** Made: Mr. Etnier, second: Mr. Northrup

**Vote on Motion:** Passed 4-0

#### Appointments

**Motion: I move to appoint Chris Racinelli as Green-Up Day Coordinator.** Made: Mr. Etnier, second: Mr. Northrup

**Vote on Motion:** Passed 4-0

#### Warrants

Signed

#### Review of Minutes

October 21, 2013

**Motion: I move to approve the minutes as amended.** Made: Mr. Etnier, second: Mr. Sparrow

**Vote on Motion:** Passed 4-0

#### Other Business

##### Town Administrator (TA) Report

- Dave Grundy – petition for State Bank
- Funding requests – Montpelier Senior Center requesting \$5,800, put directly on the ballot to let voters decide; CVHHH is requesting \$5,500; the Funding Request Study Committee meets 11/7, requests are over \$30,000

- Mike Liff letter – signed by the Chair; front of the property is mostly cleaned up, flatbed tow truck needs to be removed; next meeting is 11/18
- Employee health plan – sign-ups went well
- Upcoming schedule –
  - 11/7 – Funding Request Study Committee meeting, 7pm at town office
  - 11/12 – CVRPC Wastewater Solutions Presentation, 7pm at Chamber of Commerce
  - 11/18 – Mike Liff meeting with Mr. Gardner/Mr. Sparrow, between 10am-2pm at Liff home
  - 11/18 – regular SB meeting highlighted by Town Manager/TA discussion, 6:30pm at ESF
  - 11/23 – Site inspection for Captain Kidd Road, 10am at site
  - 12/2 – SB hearing for Captain Kidd Rd; regular meeting following, 6pm at town office
  - 12/3 – Dinner invitation to EMFD holiday supper, 5:30pm at ESF
  - 12/5 – Joint EM, Calais and EMFD meeting re: EMFD FY15 budget, 7pm at ESF

Zoning Administrator Report

- 2 new permits
- DRB hearing on Bragg Sugar Shack addition on 11/5

**Motion to adjourn.** Made by Mr. Sparrow; seconded by Mr. Etnier. Passed 4-0. Meeting adjourned at 10:00 pm.

*Respectfully submitted by Kristi Flynn, Recording Secretary*