

Minutes of the East Montpelier Selectboard

APPROVED 12/3/12

November 19, 2012

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

Others Present: Kristi Flynn (Recording Secretary), Mike Garand, Daniel Currier, Bill Pollock, Linda Seel, Karen Nelson

Call to Order: 6:39pm

Additions to the Agenda: Certificate of Public Good – mistakenly sent to Montpelier
Report of Healthcare meeting
CVRPC letter of support

Public Comment: Bill Pollock had some comments on the proposed Town Administrator (TA)/Zoning Administrator (ZA) position. He noted that Bruce Johnson is still Chair of the SB and he was recommended as ZA by the PC. He wondered which towns use the TA/ZA format effectively and how this format would help EM. The SB noted that if Bruce was appointed as ZA, he would step down from the SB. Mr. Pollock wanted to know what the terms of employment and salary would be for the new position; he was told that it would be a salaried position with no overtime and the plan was for 40 hours per week. There is an administrative assistant in the office who can take on some tasks.

Discussion of Options for Digitization of Land Records

There is no mandate to pick a system, but the Town Clerk would like a new system. Regardless, the town must fill in the missing years on microfilm since the state stopped doing it. There are advantages to being able to search for documents online. The SB will circle back to the topic, time permitting.

Barre District Office, VT Department of Health, Presentation

Linda Seel and Karen Nelson gave a presentation on what the VT Department of Health is working on. There are 12 district offices in the state; the Barre office covers Washington County, Woodbury and five towns in Orange County. The office promotes healthy living, preventative measures and has experts in many fields. Overview of programs:

- WIC (Women, Infants and Children up to 5) – supplemental food program, discounts at Co-op, farmers' markets, federally-funded, reviewed every 5 years, provide nutrition education and workshops, serving 17 individuals in EM; the SB asked about enrollment trends in EM, which will be researched by Linda Seel
- Immunizations – there is a nurse in the office who can administer most vaccinations; she educates and works with daycares and healthcare providers
- Infectious diseases – office deals with prevention and education, liaison for communication within the communities

Karen Nelson is the School Liaison:

- Works directly with school nurses
- School nurses are required to send annual reports to the state and Karen works with them
- She has coordinated school health teams at most schools
- Provides information about grants for schools
- Helps with developing a wellness policy, which is required at K-12 public schools
- Private schools don't have as many requirements but are still eligible for Health Dept support; department has tried outreach
- The goal is to make the school as healthy as possible

Emergency Preparedness Expert

- Encourage local emergency management coordinators to attend monthly meetings – 4th Monday of each month
- Medical reserve corps volunteers
- Animal disaster response volunteers

Communication:

- Facebook page – VTHealthDeptBarre
- Outreach – the SB suggested that the Health Dept. contact Front Porch Forum to be set up to post directly; get citizen list of e-mails from the town

Presentation of Report on Road Erosion Sites

Dan Currier from CVRPC came to the SB to go over the top 5 road erosion sites in town. The Road Foreman (RF) was concerned in some cases about landowners working with the town on suggested treatments.

1. Horn of the Moon Road – high volume of water and steep incline; erosion on west bank, where sediment goes right into Wrightsville Reservoir; suggested treatment – a) 1-2 additional culverts above existing culvert, b) stone-lined aprons at outlets, c) possibly replace existing culvert if too small
2. Jacobs Road – suggested treatment – a) add 3-4 culverts & stone aprons, b) improve ditch, stone from top to bottom, c) replace existing culvert if undersized, d) look at composting sock to catch sediment

3. Horn of the Moon Road (sites 3 & 4) – there are 2 culverts within 700 feet and they are undersized, as road is 12-14' wide; RF has already take care of most of the site, though 1 culvert needs replacing; upper site needs a stone-lined ditch
4. Same as 3
5. Lyle Young Road – just below Rock Road, there is lots of erosion at existing outlet; suggested treatment – a) improve driveway culvert above ditch, b) improve ditch with stone lining, c) replaced existing culvert if undersized

There are grant programs for education, materials and workshops. CVRPC has a consultant on retainer for private roads. The CVRPC is looking for a letter of support from the town. The final roads report is due to the state in December; the town will get a copy and a complete map of all the sites reviewed. The Better Back Road Program is being absorbed by VT Agency of Transportation.

Discussion of 2013 Employee Health Plan

2013 options: the 2,000/4,000 deductible plan is the same as last year's plan, with the premium going up. The RF is comfortable with keeping the same plan.

Motion: I move to keep the employee health plan option the same for 2013 as for 2012 and authorize the Chair to sign the Blue Cross Blue Shield renewal form. Made: Sparrow, second: Northrup

Vote on Motion: Passed 5-0

NEMRC Annual Support Agreement

Motion: I move to authorize the renewal of the Annual Support Agreement with NEMRC at a cost of \$1,181.71.

Made: Gardner, second: Etnier

Vote on Motion: Passed 5-0

The Chair recused himself and turned the meeting over to Vice Chair Gardner.

Consideration of TA/ZA Position

Motion: I move to go into executive session to discuss personnel matters. Made: Etnier, second: Northrup

Vote on Motion: Passed 4-0

SB went into executive session at 8:40pm, exited at 9:42pm.

The SB decided to continue the hearing to 11/20 at 6pm at the Town Municipal Building.

Motion: I move to authorize Carl Etnier to speak with an outside attorney about an employment contract. Made:

Northrup, second: Sparrow

Vote on Motion: Passed 4-0

Motion: I move to adopt the Personnel Policy with the following changes:

- **Change Section IV D to read: "Full-time Employee: An employee who works at least 35 (thirty-five) hours per week on a regular and continuing basis."**
- **Change Section IV G to read: "Part-time employee: An employee who works fewer than 35 hours but at least 24 (twenty-four) hours per week on a regular and continuing basis."**
- **Effective January 1, 2013**

Made: Northrup, second: Etnier

Vote on Motion: Passed 4-0

Motion: I move to increase Denise Brown's salary from \$14.60 to \$15 per hour effective 11/30/12 due to increased responsibilities. Made: Etnier, second: Sparrow

Vote on Motion: Passed 4-0

Vice Chair Gardner turned the meeting back over to the Chair.

Appointments

Motion: I move to appoint Richard Brock as Town and School Moderator. Made: Etnier, second: Gardner

Vote on Motion: Passed 5-0

Certificate of Public Good (CPG)

The CPG notice for Susan Tarshis was sent to Montpelier instead of EM and the 30-day period has expired. The SB needs to waive the 30-day period.

Motion: I move to authorize the Chair to send a letter to the Public Service Board to waive the 30-day notice period for Susan Tarshis' application for a CPG for a net-metered power system. Made: Etnier, second: Sparrow

Vote on Motion: Passed 5-0

Letter of Support for CVRPC

Motion: I move to authorize the Chair to send a letter of support to the CVRPC for the EPA Brownfields Block Grant as written dated 11/20/12. Made: Etnier, second: Gardner

Vote on Motion: Passed 5-0

Healthcare Options for 2014

Reports from Etnier and Johnson. Small businesses, including municipalities, with under 50 employees and individuals will need to go into the exchange starting October 2013, effective 1/1/14. The state could leverage federal money for individuals entering the exchange. The IRS could change the pre vs post tax rules at any time. Premiums would be subsidized for individuals. Two national plans will be offered on the exchange.

Warrants

Signed

Review of Minutes

November 5, 2012

Motion: To approve minutes as amended. Made: Etnier, second: Gardner

Vote on Motion: Passed 5-0

Other Business

Town Administrator Report

- SB budget meeting on 11/26 at 6:30pm, regular meeting on 12/3 at 6:30pm
- Methods for the town to finance real estate purchases relating to town operations – no quick way, generally all methods need voter approval; SB discussed a standard ballot item at next town meeting to ask that the SB can borrow up to a certain amount
- CVRPC/CVEDC Merger Update – merger is moving forward; trying to figure out how to bring it to the towns for a vote
- SignPost issue – SB has no problem with a donation box at Town Meeting. There was some interest in adding the SignPost to town funding, but more discussion is needed
- U-32 Project Graduation – FY12 Project Grad did not happen so town money is still sitting in the account; the money has been made available to any parents who want to host a party, but the school will no longer be involved with Project Grad. The SB decided not to make the FY13 payment because the program is not what the voters approved.

ZA Report

- 1 new permit since last meeting
- Swenson – has not yet filed an application for consolidated permit for Northstar

Motion: To recess the meeting until 6pm on 11/20/12. Made: Etnier, second: Sparrow

Vote on Motion: Passed 5-0. Meeting recessed at 10:48 pm.

Continued Meeting from November 19, 2012 opened at 6:03 pm November 20, 2012. All members present.

SB members signed the East Montpelier Personnel Policy as amended by motion November 19, 2012.

Continuation of: Presentation of Report on Road Erosion Sites

SB members considered a draft letter of support for the Town of Calais' application to the Vermont Watershed Grants Committee for funding to implement a private road education and technical assistance program. The proposed program is an extension of the public roads erosion assessment project recently completed by CVRPC. SB will take the matter up later in the meeting.

Continuation of: Consideration of Town & Zoning Administrator Position

Mr. Johnson passed the chairmanship to Mr. Gardner and recused himself from the discussion.

Motion: To enter executive session for a personnel matter. Made: Etnier, second: Northrup. Passed unanimously.

Entered executive session at 6:06 pm; exited at 7:29 pm.

No action taken.

Mr. Gardner passed the chairmanship back to Mr. Johnson.

Continuation of: Presentation of Report on Road Erosion Sites

Motion: To authorize the Chair to sign the letter in support of the Calais application to the Vermont Watershed Grants Committee. Made: Northrup, second: Sparrow. Passed unanimously.

Motion: To continue the meeting to November 21, 2012 at 6:00 pm. Made: Etnier, second: Sparrow. Passed unanimously.

Continued Meeting from November 19 and November 20, 2012 opened at 6:02 pm. All members present.

Continuation of: Consideration of Town & Zoning Administrator Position

Mr. Johnson passed the chairmanship to Mr. Gardner and recused himself from the discussion.

Motion: To enter executive session for a personnel matter. Made: Northrup, second: Sparrow. Passed unanimously. Entered executive session at 6:03 pm; exited at 6:35 pm.

Motion: To appoint C. Bruce Johnson, the candidate nominated by the East Montpelier Planning Commission, as East Montpelier Zoning Administrator for a three-year term ending November 20, 2015. Made: Etnier, second: Sparrow. Passed unanimously.

Motion: To create the combination position of Town and Zoning Administrator and appoint C. Bruce Johnson to the position. Made: Etnier, second: Northrup. Passed unanimously.

Motion: To offer the position of Town and Zoning Administrator to C. Bruce Johnson on the terms set out in the Employment Agreement. Made: Etnier, second: Northrup. Passed unanimously.

Mr. Johnson offered his immediate resignation from the East Montpelier Selectboard.

Motion: To accept Mr. Johnson's resignation from the Selectboard. Made: Northrup, second: Etnier. Passed unanimously.

Motion: To nominate Seth Gardner as Selectboard Chair. Made: Etnier, second: Sparrow. Passed unanimously.

Mr. Johnson's three-year term on the board was set to expire at the 2013 Town Meeting. The board will appoint an interested person to serve the remaining three months of Mr. Johnson's term. The board will advertise the Selectboard vacancy. This notice will be distributed after the November 26, 2012 SB meeting.

Mr. Johnson accepted the Town and Zoning Administrator position on the terms offered. All board members and Mr. Johnson signed the Employment Agreement.

Motion: To adjourn. Made: Etnier, second: Northrup. Passed unanimously.

Meeting adjourned at 6:59 pm.

Respectfully submitted by Kristi Flynn, Recording Secretary