

**East Montpelier Selectboard Meeting Minutes (Approved 01/05/15)
December 15, 2014 at the Town Office**

Selectboard members present: Carl Etnier (recording secretary), Seth Gardner, Casey Northrup, Steve Sparrow, Kim Swasey; Bruce Johnson (town administrator).

Others present: Tawnya Kristen, David Armstrong (Green Mountain Transit Agency); Julie Potter, Gene Troia (Capital Improvement Committee); Don Welch (Town Treasurer, member of Capital Improvement Committee); Mike Garand (road foreman).

A. CALL TO ORDER

Chair Seth Gardner called the meeting to order at 6:32 pm.

B. ADDITIONS TO THE AGENDA

Consideration of fiscal year (FY) 2015 VTrans grant payment agreements
Town Meeting Solutions Committee report

C. PUBLIC COMMENT

None.

D. GMTA/US ROUTE 2 COMMUTER 2015 TOWN MEETING WARNING ARTICLE

GMTA: Tawnya Kristen, David Armstrong

In April 2010, Green Mountain Transit Agency (GMTA) and Rural Community Transportation (RCT) began the US2 Commuter along Route 2 between Montpelier and St. Johnsbury during peak commuting hours. In FY 2013, a new mid-day service between Montpelier and Marshfield was offered, funded by canceling the low-ridership 6:10 pm east-bound bus. The route enables transfers to and from many other bus routes in the network.

Since the beginning of the service, East Montpelier, Plainfield, and Marshfield have provided a 20% local match to the other funding for this service, at first from a federal grant and now from the state. The amount has been flat, at \$8,333 per town each year.

After rapid growth in initial years, ridership in FY2014 increased 1% over FY2013. It's been down 8% so far this year.

The SB plans to support placing an article on town meeting warning asking voters for continued funding for this service. (A different GMTA request for \$1,366, covering transport services for individuals, is included as part of the recommendations of the Funding Request Study Committee.)

E. CONSIDERATION OF rbTECHNOLOGIES CONTRACT TO REPLACE SERVER

The board agreed at its September 8, 2014 meeting to contract with rbTechnologies to replace the town office's aging main server at a cost of \$10,920. The company has now provided a firm contract at the \$10,920 price, including hardware & labor, and will do the replacement in February.

We expect the final cost to be less than the quoted \$10,920, as the town has banked approximately 15 service hours from the annual service contract with rbTech which are available to offset about a third of the labor cost, a potential savings of about \$1,900.

Motion: I move to authorize Bruce Johnson to sign the contract with rbTechnologies for the new

server for the town office. Made: Mr. Northrup. Second: Ms. Swasey. 5-0.

F. CONSIDERATION OF VTRANS GRANT PAYMENT AGREEMENTS

VTrans TA 65 forms for both the Gallison Hill Road paving grant and the Dodge Road culvert repair grant need SB signatures for the town to receive the state payments, which cover 80% of the cost of paving and 90% of culvert repair.

The forms were signed.

G. PRESENTATION OF PROPOSED CAPITAL PLAN

Capital Improvement Committee: Gene Troia, Julie Potter, Don Welch, and Casey Northrup. (The committee also includes Dave Burley.)

The Capital Improvement Committee has begun collecting information about anticipated capital costs for such things as the town office, the town garage, the emergency services facility, highway department vehicles and equipment, and highway work. They have developed a plan to even out capital expenditures for these areas, which will help smooth out the tax rate.

The figure they arrived at to cover these areas, \$412,317, is about the same as is currently budgeted for those items.

The committee also presented a process for incorporating other capital projects into the capital plan.

The committee plans to review the plan each year.

SB is comfortable with including the capital plan in the FY 2016 budget and asking voters to broaden the allowable uses of the town's Capital Reserve Fund.

H. ROAD FOREMAN REPORT

Mike Garand presented a proposed roads budget for next year.

Pavement is in excellent shape right now, so no new paving expenditures are anticipated for FY 2016. The next road segment he anticipates work on is the last mile of pavement on the north end of County Road.

Other issues discussed:

Potentially purchase a trailer to replace the 32-year-old chloride truck.

Potentially buy a sander/salter for the back of the town pick-up.

Further discussion of how to modify Templeton Road fire station for town road equipment

How to maintain the village's growing network of sidewalks?

I. PRESENTATION OF FY2014 FINANCIAL AUDIT

Sullivan, Powers, & Co.'s audit of the town reported no material weaknesses, only one "significant deficiency" (which has since been addressed), and made a number of recommendations: 1) the SB and Treasurer establish guidelines for cash management and investing; 2) the Town perform a fraud risk assessment; 3) the Town document its internal control process; 4) the Town implement a fraud policy; and 5) the Town clarify the connection of the Recreation Committee Fund to the town and bring it under control of the Town Treasurer, if it is a fund of the Town.

Treasurer Don Welch has addressed the finding of a "significant deficiency" in the lack of oversight over journal entries with a statement that he would issue a monthly statement on journal entries to the SB and Town Administrator. Mr. Johnson noted that journal entries are only internal movements of funds; they do not involve payments to external entities.

J. DISCUSSION OF INVESTMENT OPTIONS FOR CAPITAL RESERVE FUND

Tabled.

K. DISCUSSION ON FY2016 BUDGET DEVELOPMENT

Discussed.

L. CONSIDERATION OF REVISED PERSONNEL POLICY

The draft personnel policy now incorporates changes discussed at the previous meeting plus an additional clarification about holiday pay.

Motion: I move to adopt the Town of East Montpelier Personnel Policy as revised. Made: Mr. Etnier. Second: Mr. Sparrow. 5-0.

M. CONSIDERATION OF REVISED ANIMAL CONTROL ORDINANCE

Minor tweaks were made to the ordinance, reflecting discussion at the previous meeting.

Motion: I move to adopt the Dog & Wolf-Hybrid Control Ordinance as revised. Made: Mr. Etnier. Second: Mr. Sparrow. 5-0.

N. EXCESS WEIGHT PERMITS

Motion: I move to authorize Bruce Johnson to sign the excess weight permit for David Welch. Made: Mr. Northrup. Second: Mr. Sparrow. 5-0.

O. PRELIMINARY DISCUSSION ON 2015 TOWN MEETING WARNING

Discussed

P. APPOINTMENTS

Gene Troia is the current Acting Zoning Administrator.

Motion: I move to appoint Gene Troia as Acting Zoning Administrator (ZA) for calendar year 2015, to serve as ZA when the appointed ZA is unavailable. Made: Ms. Swasey. Second: Mr. Northrup. 5-0.

Q. WARRANTS

Signed.

Motion: I move to authorize Seth Gardner to sign an end-of-the-month warrant, if necessary. Made: Ms. Swasey. Second: Mr. Etnier. 4-0. (Mr. Gardner recusing himself)

R. MINUTES

Motion: I move to accept the minutes of December 1, 2014 as amended. Made: Mr. Northrup. Second: Mr. Sparrow. 5-0.

Motion: I move to accept the minutes of December 4, 2014 as submitted. Made: Mr. Etnier.

Second: Ms. Swasey. 5-0.

Motion: I move to accept the minutes of December 8, 2014 as submitted. Made: Mr. Etnier.

Second: Ms. Swasey. 5-0.

S. OTHER BUSINESS

Mr. Etnier reported that the Town Meeting Solutions Committee had completed its work on finding ways to increase accessibility of town and school meetings and had issued a report to the school board, which is being presented to them tonight. He will email that to the SB and to Mr. Johnson for posting on the town's web site.

P. ADJOURNMENT

Motion: I make the motion to adjourn. Made: Mr. Sparrow. Second: Ms. Swasey. 9:50 pm.