

Selectboard Memo
April 11, 2016 SB Meeting

Discussion on Roadside Mowing Equipment: Mike Perrigo, Municipal Equipment Specialist for H.P. Fairfield

Consideration of 2016 Roadside Mowing Bids

- Only one bid received – from Doug Grout, our normal roadside mower

Consideration of VTrans Structures & Paving Grant Program and Better Roads Grant Program Applications

- **Required Complete Streets Determination for the VTrans Structures & Paving Projects**
 - 19 VSA §309(d) requires consideration of complete streets principles for all projects involving paved highways
 - If not incorporating complete streets principles, a written determination needs to be made that circumstances exist warranting such a decision
- **Approval of Grant Submissions**
 - Structures grant application for the Quaker Road culvert near the Browns
 - Paving grant application for the last mile of County Road at the Calais line
 - Better Roads application for the two slumping areas on Muddy Brook Road

Consideration of Annual Highway Financial Plan

- Standard form; board needs to approve plan and certify, with all signing, that the town budgets town funding of at least \$300 per mile

Consideration of Annual Certification of Compliance for Town Road & Bridge Standards and Network Inventory

- Again, standard form; board needs to certify that we comply with the minimum road & bridge standards and have a reasonably current road network inventory

State Police Community Advisory Board Report: Don Welch, Town Representative

Town Treasurer Report: Don Welch, Town Treasurer

Consideration of Draft Financial Management Policies

Fraud Prevention Policy

Investment Policy

Contingency Reserve Fund Policy

Journal Entry Policy

- For the past couple of years our external auditor has recommended that we add more financial policies to guide our actions; in that time we have added cash receipts and fund balance policies; Treasurer Welch has suggested adding the four policies listed above, all based on VLCT model templates

Consideration of Local Emergency Operations Plan

- Standard adoption of the LEOP – must be signed by Mr. Northrup as the only Selectboard member who has taken the mandated emergency management coursework; nothing really new this year, although there are more complete listings of Planning Tasks 1 & 2 elements

Consideration of NEMRC Annual Disaster Recovery Contract

- This is the annual renewal of the main off-site back-up program for our NEMRC modules; the cost last year was \$633.39; this year is \$652.39, an increase of 3% (as usual)

Consideration of Application to DRB for Park 'n Ride Project

- The site plan application to the Development Review Board for the Park 'n Ride project is technically from the town, so the board needs to authorize the application; no changes from February 29th board-approved design

Consideration of ESF Bond Use for Facility Flashing

- As instructed by the Selectboard, the East Montpelier Fire Department has attempted to procure additional proposals to install the long-needed flashing on the Emergency Services Facility; no proposals other than the original one from Burrell Roofing have been received (companies, including Hutchins Roofing, have directly declined to submit quotes); EMFD is again requesting that the board approve the Burrell proposal so that the job can get on Burrell's 2016 schedule
- If the board is comfortable with the Burrell proposal, a motion is needed to authorize the use of the ESF Bond Remainder Fund for the project; Fund has \$28,167 currently; proposal is for \$4,200

Additions to Agenda

- **Culvert Installation to Benefit Fairmont Farm**
 - Road Foreman Garand would like to install a culvert across Lyle Young Road near Fairmont Farm to provide passage for the “manure hose” that will run from the farm to Parker’s fields along Vincent Flats/Snow Hill Roads; the hose will be threaded through existing culverts at the other road crossings
- **PACIF Equipment Grant Application**
 - Applications for the VLCT 50/50 equipment grant program are due before the end of April; Road Foreman Garand would like a sign package and some safety vests (\$2,000 -- \$2,200); our requested quote did not arrive in time for this meeting; please authorize submission
- **Forest Fund CD**
 - Treasurer Welch would like to alter the amount of the CD the board authorized at the March 21st meeting from a basic roll of the existing CD (around \$24,000) to \$20,000 as the Forest Committee anticipates some expenses for the Game of Logging training sessions and the costs of obtaining/proving an eastside access to the Town Forest

Town Administrator Report

- Claim to VLCT for Gravel Damage To a Passing Car Caused by Town Truck:
 - The town accepted VLCT’s determination that the town, in this rare case, was responsible for the damage; the town’s deductible is \$1,000
- Lenore Joy Request for Logging Access to Jacobs Road Landlocked Parcel:
 - 19 V.S.A. §958 authorizes the Selectboard to locate an access for logging to benefit landlocked or access challenged parcels; Ms. Joy has requested that the board determine what she legally has for access, which is not within the board’s jurisdiction; after receiving advice from VLCT, County Forester Singleton, and Town Attorney Bjornlund, TA Johnson informed Ms. Joy that a proper request for access assistance to enable a logging operation would be considered by the board; such a request has not yet been proffered
- Conservation Fund Summit:
 - Set for May 16th, 6:30 p.m. at ESF
- CVRPC/DEC VT Clean Water Workshops
 - TA Johnson attended two such workshops recently, one standards-based for road foremen and the other a more general Act 64 introduction
 - The bottom line is that the municipal general roads permit development is basically on schedule for a late 2018/early 2019 application process; we’ll apply (\$400 fee) to ANR for the permit; we’ll need a 5-year road plan; the permit will be for 20 years, so the plan will need regular revision; the annual permit fee is \$2,000; much more information will be coming our way as the process evolves over the next two years
 - There is a “Roads & Ditches” roundtable discussion at VTC April 26th, 8:30-12:30 (lunch included!)
- TA Johnson Vacation:
 - Will be out of state April 16th-May 1st; always available (within reason!) by email/phone
- Meeting Schedule:
 - April 14th 7:00 pm EMFD Quarterly Budget Presentation @ ESF
 - April 26th 6:30 pm VTrans Village Bridge Forum @ U-32
 - April 27th 6:00 pm ICS 402 Training @ CVRPC
 - May 2nd 6:30 pm Regular Selectboard meeting
 - May 16th 6:30 pm Regular Selectboard meeting plus Conservation Fund Summit @ ESF

Zoning Administrator Report

- 6 new permit applications since March 21, 2016
- Next DRB meeting is on May 3, 2016
 - Applications for a setback waiver for a new garage on Onne (formerly Dave Blosser) parcel on Towne Hill Road, conditional use approval for the Orchard Valley Waldorf School preschool on Coburn Road, and site plan approval for the town park ‘n ride facility

Personnel Matters

- Discussion on Town Treasurer contract