

Selectboard Memo
June 20, 2016 SB Meeting

Consideration of Conservation Fund Advisory Committee's Recommendation on Proposed VLT/Fairmont Farm Project

- Britt Haselton of VLT and Conservation Fund Committee members Art Chickering, Charles Johnson, and Brian Lusignan are expected to participate in the discussion
- As discussed at May 16th meeting, Vermont Land Trust is in the early stage of putting together a 3-phase conservation project for the bulk of the old Lylehaven Farm properties purchased in 2014 by Fairmont Farm
- The first phase, encompassing some 361 acres along Drake & Clark Roads, includes a trails easement for Cross VT Trail; VLT submitted an application to the EM Conservation Fund Advisory Committee for \$6,000 in town funding from the Conservation Fund; the committee has provided a written recommendation to the board in support of this use of the Conservation Fund

Town Treasurer Report: Town Treasurer Don Welch

Consideration of Draft Financial Management Policies

- Three policies are ready for review:
 - Investment Policy
 - Tax Collection Policy: Elimination of Small Amounts Due
 - Tax Collection Policy: Small Credits Policy
- These policies will be set for further review and/or adoption at the July 11, 2016 SB meeting

Consideration of Transfer of Funds From General Fund to Capital Reserve Fund

- The town now places the expected contribution to the Capital Reserve Fund directly into the general fund budget presented to and approved by voters at town meeting; as a part of the general fund, the use of the line item for the Capital Reserve Fund is discretionary; the Selectboard needs to formally authorize the remainder of the line item to be transferred to the Capital Reserve Fund
- A portion of the fund's line item has already been used for the purchase of the Old LaPerle Farm property; the remainder slated for transfer is \$223,746.75

Fund Balance Policy Determinations for FY2017

- Under town's fund balance policy we need to commit funds by end of our fiscal year, June 30th, if we want to restrict use of current budget (i.e., avoid it becoming part of the available fund balance)
- Two items are recommended for restriction:
 - \$25,000 for a new "fund" to partially cover the currently fully unfunded liability for vacation day payments at time of employee termination; total current value of the potential liability is around \$30,000
 - \$25,000 to be set aside for the highway labor line in anticipation of having an "extra" road crew person as we transition through the pending retirement of our road foreman
- A third item is recommended for restriction from the current fund balance (not the current budget):
 - The FY2017 budget contains a fund balance allocation of \$75,000; formally setting this usage would allow us to prepare for the upcoming tax rate determinations and allow the amount to be carried as a set line item in our financial modules

Consideration of 2 Cemetery Perpetual Care CD Renewals

- \$50,000 & \$16,236.90 principal; no concern for use of principal; need to authorize Treasurer Welch to act; generally allow him to use best judgment

Consideration of Employee Pay Rates for FY2017

- See wage document; motion should include comment that all raises will take effect for XX pay date (my suggestion would be the July 14th pay date, which covers the period June 24-July 7 and is our first pay period for the FY17 budget)

- Once again, I would like to offer additional vacation time to Municipal Assistant Brown in thanks for her coverage of the town clerk position (for the past three years you gave her an additional 40 hours)

Consideration of VTrans Grant Agreement for County Road Repaving

- Standard VTrans grant agreement; 80-20 grant at a total value of \$210,000 so a \$168,000 award; have until 2018 to use grant
- If acceptable, authorize TA Johnson to sign grant agreement

Consideration of Warrant to Impound Unlicensed Dogs

- See warrant; standard statutory language; requires all SB member signatures
- Unlicensed, but formerly licensed dogs category (see sheet) is up 29 this year over last; regardless, this has little to do with the total number of unregistered dogs

Additions to Agenda:

- Agreement for Legal Services from Stitzel Page & Fletcher:
 - Lead attorneys: David Rugh and Robert Fletcher
 - Scope of services is for the right-of-way phase of the village sidewalk project

Town Administrator Report

- Update on BDE East Montpelier Lazar Solar, LLC PSB CPG Proceedings:
 - In spite of Mr. Lazar's request, the Planning Commission declined to submit a letter to the PSB asking for expedited review of the application; there's been no information from the PSB since January and no indication of a schedule for making a decision
- Update on Muddy Brook Road VTrans Better Roads Program Grant Application:
 - The grant application was denied; we are continuing to pursue funding options to ensure that the necessary work is done prior to upcoming Village Bridge replacement & US Rte. 2/VT Rte. 14 intersection project closure of VT Rte. 14 in 2018
- VLCT Annual Report:
 - Essentially a listing of services; the report came with the annual VLCT dues notice (payment of which is on this meeting's warrant)
- Notice for the annual Central Vermont Cycling Tour event:
 - June 26, 2016; operating from Morse Farm; choice of 15, 30, and 60 mile loops through East Montpelier, Calais, Woodbury, Middlesex, and Worcester
- Meeting Schedule:

○ July 11 th	6:30 pm	Special Selectboard meeting
○ July 14 th	7:00 pm	Likely date for EMFD quarterly budget presentation at ESF
○ July 21 st	5-9 pm	Community event for Planning Commission's EM Village Master Plan project at ESF
○ August 1 st	6:30 pm	Regular Selectboard meeting

Zoning Administrator Report

- 3 new permit applications since June 6, 2016
- Next DRB meeting is on July 12, 2016
 - Variance/setback waiver request for a sun porch at 2888 County Road; house is non-conforming due to front setback (standard issue with old farmhouse)
 - Home business retail use for small existing bakery at 2023 County Road; intent is to have once or twice weekly retail sales of bakery products at the home

Personnel Matters