

Selectboard Memo
November 7, 2016 SB Meeting

Additions to Agenda

- **Consideration of NEMRC Annual Support Agreement**
 - Annual maintenance and support agreement for our suite of NEMRC database modules
 - Last year \$1,291.36; this year \$1,336.85, a 3.5% increase
- **Expansion of Listers Errors & Omissions**
 - Two added elements:
 - Dass Enterprises LLC, 3927 US Rte. 2 and Barbara Cote, 3998 US Rte. 2
 - The little driving range building has always been on the storage unit property bill; the building is actually on the Carpet Barn property; this will not affect the grand list total
 - Kingsbury Branch Hydroelectric Company, 3040 VT Rte. 14 N
 - The solar installation on the property is given a separate parcel number to allow altered assessment procedures; last year the parcel was properly deactivated because the value was below the state cut-off for taxation (small solar arrays are fully tax exempt); the parcel was mistakenly activated for this year, added \$97,900 to the grand list improperly

Meeting with Central VT Solid Waste Management District's Executive Director Bruce Westcott

- Bruce Westcott, the relatively new CVSWMD Executive Director, will be here for a meet-and-greet session

Discussion on Murray Road Culvert Replacement Plans

- Doug Newton, of Newton Technical Services and our design engineer on the project, will be here to describe some possible alterations to the plan to replace the Murray Road culvert near the Montpelier line; there are some wetlands concerns with the current plan; there are also some issues with various types of guardrail; the intent is to make choices so that a final set of plans can be produced with an eye toward construction early next construction season

Discussion on Housing Trusts and Potential Revolving Loan Fund Program

- Eileen Peltier, Executive Director of Downstreet Housing & Community Development, will be here to present a proposed usage of the town's revolving loan fund – a down payment assistance program for first time homebuyers
- VHCB's Martin Hahn will unfortunately not be able to attend this meeting
- The town's revolving loan fund is currently comprised of revenues from the repayment of the Sandy Pines Mobile Home Park's community development loan (all following numbers are approximations):
 - Loan payments equal \$15,840/year; proceeds, including interest, are split equally between the state and the town, so the town fund grows by \$8,000/year
 - The useable portion of the fund (the portion not reserved for state payment) currently stands at \$28,000 (\$33,000 at end of FY2017)
 - The unexpended portion of the EMSLI grant (currently \$19,500) will revert to the fund at the end of 2018
 - There is a balloon payment due December 1, 2027 of \$172,756; approximately \$18,000 of that payment will be due the state, leaving nearly \$155,000 for the town fund

Discussion on East Montpelier Fire Department's Proposed Capital Plan

- EMFD recently presented a plan to acquire two fire trucks, a new engine and a used pumper, in FY2018; the plan includes some creative use of the EMFD capital reserve fund, which is under the control of the towns of East Montpelier and Calais; the board needs to determine whether the request, as presented or in an alternative form, is acceptable

Joint Meeting with East Montpelier Fire District #1 Prudential Committee Regarding Potential Merger of Fire District with Town

- Attorney Barlow has provided a time schedule for actions that need to be completed in order to have the question of merger before the voters at town meeting; boards need to determine if this will be the plan of action
- “Assets” of district include a planning loan (\$9,701) from the state that will need to be handled carefully (loan payments begin in March 2017); need to ensure that the loan holder (the state bond bank) understands what we’re doing so that the Fire District is not found in default; state is also looking into the possibility of loan forgiveness
- Attorney Barlow has also provided a draft plan of merger; the final, approved plan will become the document voted on by both the voters of the Fire District and the town; this will, in essence, become the charter provision for the merger

Listers Errors & Omissions

- Dass Enterprises LLC, 3927 US Rte. 2
 - This is the storage unit property; it was once combined with the undeveloped Cote lots plus the Discount Barn property; this year the storage unit parcel was put under an LLC, with the Discount Barn and lots under Donald Cote; when the properties were separated, the value of the Discount Barn structure was improperly left on the storage unit parcel and properly included on the now-separate Discount Barn parcel; \$68,300 will come off the grand list

Discussion on Road Foreman Position [Potential Executive Session]

- 5 applicants

Legal Matters [Potential Executive Session]

- Update on Hudson adverse possession lawsuit

Town Administrator Report

- Vacancy on Capital Improvement Committee:
 - Dave Burley has resigned; this was the at-large seat
- Update on FY2016 External Audit:
 - The draft audit is available; we’re working on the Management’s Discussion and Analysis (the part where we explain variances from the budget and other discrepancies)
 - Final product should be in hand by mid-December
- Update on Park ‘n Ride Facility:
 - Submitted VTrans 1111 permit application for access & row work; the check for the permit is on the warrant; this is a reimbursable expense; once the access permit is approved, we should finally be ready to finalize the plans
- Liability Claim for Damage to Auto:
 - A claim was submitted today to VLCT for damage caused when a Saab sedan bottomed out on Snow Hill Road just northeast of the Four Corners intersection; appears to have hit exposed ledge on the slope
- Meeting Schedule:
 - November 21st 6:30 pm Selectboard regular meeting
 - December 1st 7:00 pm Joint meeting with EMFD & Calais at ESF
 - December 5th 6:30 pm Selectboard regular meeting/joint meeting with Calais
 - December 16th 5:00 pm Town Volunteer Appreciation Party
 - December 19th 6:30 pm Selectboard regular meeting

Zoning Administrator Report

- 1 new permit application since October 17, 2016
- No DRB meeting scheduled