

Selectboard Memo
April 3, 2017 SB Meeting

Discussion on Adoption of Conservation Fund Application Packet as Recommended by Conservation Fund Advisory Committee

- The committee has reviewed the changes suggested by the Selectboard and Planning Commission; this new draft rejects a number of the suggestions dealing with development, with the committee wanted to keep its review of projects to the core elements of the conservation program; the committee would prefer that the PC handle planning and development issues and such a review by the PC of projects is incorporated into the “Evaluation and Selection Process” portion of the packet

Discussion on Proposed Conservation Concepts for the North Street Springs

- The EM Community Groundwater Group is looking at options for conserving the large spring complex just west of the North Street/Cummings Road intersection owned by the Antonovich family; Paul Erlbaum will be here to discuss the issue

Delinquent Tax Collector Report

- EM DTC Karen Gramer will be here to update the board on delinquent tax collections and potential tax sales

Consideration of Draft 2017 Town Meeting Minutes

- See draft minutes prepared by Town Clerk CJ Flynn; at least two board members should sign the minutes if comfortable with the document

Consideration of Candidates for Auditor Position

- The auditor vacancy notice drew two applicants, both of whom intended to be at the meeting tonight; however, one decided to withdraw and threw her support behind the other candidate, Florence Morse; now neither candidate will appear tonight and the board has the option of appointing Florence to complete the first year of the vacant 3-year term

Consideration of VTrans Structures & Paving 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 an engineering study of a new culvert for Mallory Brook flowing under Center Road near the Dodge Road intersection
 - Paving grant application for Muddy Brook Road, covering both the repair of the slumping spots on the south side and a thick overlay

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

Consideration of Local Emergency Operations Plan

- The LEOP is essentially unchanged from 2016; Chair Gardner has now taken ICS 402, the emergency management class for town leaders, and hence is eligible to certify adoption of the LEOP, replacing former board member Casey Northrup

Consideration of Signatory Changes for Northfield Savings Bank Account

- The town checking account used by the Recreation Board no longer has any active members as signatories; our external and internal auditors have been prodding the town to bring this account in-house and require the Recreation Board to follow the same financial protocols as other town committees and boards; the first step would be to have the treasurer and assistant treasurer be signatories on the account
- If the board so authorizes, Chair Gardner should sign the letter to the bank requesting the change

Consideration of Personnel Policy Amendments

- At 2017 Town Meeting voters approved a non-binding resolution calling on the board to institute a form of “Sanctuary City” policy for employees; the board agreed to put language into the town’s personnel policy; draft language has been developed
- Board member Etnier, who will not be at this meeting, has sent the draft language to some of the people who helped Attorney General Donovan develop guidelines for municipalities considering this issue; he would like the board to defer adoption until he can present the results of the outside review of the draft language

Appointments:

- Central VT Solid Waste Management District Town Representative: Casey Northrup
- Town Service Officer, if the town wants to continue the no-longer-state-supported position: Rachael Grossman

Town Administrator Report

- Charter Amendments Process:
 - Our charter amendment packet is still being worked on at the Legislative Council; no date yet when it will be introduced and assigned to committee; apparently there are a lot of charter proposals this year and we’re not at the top of the list
- Hudson Adverse Possession Lawsuit Against Town:
 - Trial commences Thursday, April 6th, 9:00 a.m. in Washington County Superior Court (at the courthouse at the corner of Elm and State Streets in Montpelier); slated for a full day on Thursday and a half day on Friday, if necessary
- EM Village Sidewalk Project Progress:
 - VTrans has authorized the town to move forward with the right-of-way process; draft deeds have been created; currently determining standard values for the rights needed on the 10 affected properties
- Park ‘n Ride Construction Inspection Services RFP:
 - 6 bids were received by the March 31st deadline; selection committee will meet April 10th, 1 p.m. at the town office to review the proposals
- Murray Road Culvert Replacement Project Update:
 - Invitations to bid have been sent out (16 local firms); pre-bid construction meeting will be held April 10th at 9:00 a.m. at the site; bids will be due May 1st and will be presented at the board meeting that evening
- Meeting Schedule:
 - April 17th 6:30 pm BCA workshop and Selectboard regular meeting at the ESF
 - April 20th 7:00 pm EMFD quarterly budget presentation at the ESF
 - May 1st 6:00 pm Invasive plant workshop and Selectboard meeting at the ESF

Zoning Administrator Report

- 9 permit applications so far in 2017
- No scheduled DRB meeting; likely next meeting May 2, 2017