

Selectboard Memo
April 17, 2017 SB Meeting

Addition to Agenda:

- **Proposed Contract for Construction Inspection Services for Park ‘n Ride Facility**
 - Six firms offered proposals; the Selection Committee, comprised of TA Johnson, Village Committee and Selectboard Representative Casey Northrup, VTrans Project Manager Wayne Davis, and Stantec’s Gary Santy (the design engineer on the project), reviewed the submissions under the standard federal procedures; JTC was the clear favorite; the Selection Committee recommends moving forward with a contract for construction inspection services at a value of \$39,715
 - If board is amenable, it should authorize TA Johnson to complete the contract agreement with JTC

Workshop on Board of Civil Authority Tax Appeal Hearing Process Conducted by VLCT

- Carl Andeer, VLCT Municipal Assistance Center Attorney, will conduct the workshop

Discussion on Personnel Policy Amendment to Incorporate “Sanctuary City” Concepts

- 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

Discussion on Charter Amendment Process in VT Legislature

- There will be a hearing on the charter amendments bill (H.527) before the House Government Operations Committee on Thursday, April 20, 2017, 8:30 a.m. in State House Room 49; Chair Gardner and TA Johnson are expected to represent the town and EM Fire District #1 at the hearing
- The committee has requested answers to a group of questions regarding the amendments; see draft response letter

Consideration of County Road Paving Contract with Pike Industries, Inc.

- The town has a Class 2 paving grant that it intends to use this year to replace three culverts and reclaim/repave the northernmost mile of County Road (Horn of the Moon Road to the Calais line); Pike Industries has submitted a proposal to do the paving at a cost of \$194,292.50, below the estimate provided with the grant application last year
- Pike has also provided a proposal for the Muddy Brook Road repaving that is proposed for late this year if we receive, as expected, a Class 2 paving grant for that road to both repair the slumps and repave; the proposed cost, contingent on receiving the grant, is \$73,020
- If the board is comfortable, it should authorize TA Johnson to complete contract

Consideration of Lawn & Grounds Maintenance Contract with Creative Visions, LLC

- As discussed previously, the board is interested in continuing with Creative Visions, LLC as its lawn care and grounds maintenance provider; Tim Frazier, owner of Creative Visions, has submitted a 3-year service (2017-19) proposal at an annual cost of \$9,480, \$500 less than the total paid in 2016 (\$7,470 for lawn care on contract and \$2,512.50 for grounds maintenance off-contract)
- If board is comfortable with the proposal, it should authorize TA Johnson to complete contract

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 \$652.39; this year is \$671.96, an increase of 3% (as usual)

WEC Annual Meeting Voting Authorization

- WEC Annual Meeting is May 4, 2017; the town is a corporate member of the cooperative; in order to vote at the meeting, the board needs to authorize a representative to cast the ballot

Appointments:

- Recreation Board:
 - New appointments: Michael Blanchard; Jack Zeilenga
 - Reappointments: Janice Aldrich; Alex Rob

Minutes

- At its April 3, 2017 meeting the board proposed some town meeting minutes adjustments with the idea that if the changes were made, board members would sign the minutes at this meeting; Town Clerk CJ Flynn accepted the changes and a clean copy of the minutes is ready for signing

Town Administrator Report

- VTrans Grant Applications:
 - Submitted a paving grant application in the amount of \$128,520 for the Muddy Brook Road repair and overlay project
 - Submitted a structures grant application in the amount of \$12,000 for the Center Road Mallory Brook culvert engineering study
- Conservation Fund Advisory Committee Update:
 - Michael Dworkin has submitted his resignation from the committee after 20-plus years; he had planned to step down once the committee added some new members; with four new members joining in the past year, the time was right
- Revolving Loan Advisory Committee Update:
 - Chair Leslie Drown has submitted her resignation from the committee
- Hudson Adverse Possession Lawsuit Against Town:
 - Case dismissed at request of Hudson family
- Murray Road Culvert Replacement Project Update:
 - A dozen firms participated in the pre-bid conference on April 10, 2017; construction bids are due May 1st; currently arranging for the purchase of the culvert from Contex
- Meeting Schedule:
 - 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
 - May 8th 6:30 pm Special Selectboard meeting at town office building
 - May 15th 6:30 pm Selectboard meeting at the ESF; Fair & Impartial Policing event

Zoning Administrator Report

- 5 permit applications since April 3, 2017
- Next DRB meeting May 2, 2017
 - Only hearing is for a 3-lot subdivision of the Duane Wells remainder lot fronting on Captain Kidd, Banfield, and Clark Roads

Personnel Matters