

**Selectboard Memo**  
**June 26, 2017 SB Meeting**

**Additions to Agenda**

- **Annual CAI Query Manager Support Agreement**
  - Standard agreement for updates and support; \$500/year – same rate as the past few years; the agreement came with a letter informing clients that next year the rate will rise to \$600; agreement requires SB signatures; payment is on warrant
- **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 motion should reflect the amount to be moved -- \$414,817

**Town Treasurer Report: Don Welch, Town Treasurer**

**Fund Balance Policy Determinations for FY2018**

- Under town's fund balance policy we need to commit funds by end of our fiscal year, June 30<sup>th</sup>, if we want to restrict use of current budget (i.e., avoid it becoming part of the available fund balance)
  - **EM Fire District Dissolution**
    - Should restrict \$10,000 for use in the shifting of responsibilities to the town
  - **Highway Labor**
    - \$25,000 already set aside last year; it no longer seems necessary to increase the set-aside
  - **Leave Payoff Responsibilities**
    - This was an audit "requirement" – essentially a fund to pay for allowable leave reimbursements at the time of employee termination; the fund sits at \$25,000 now; the actual need is difficult to assess (we show a potential liability in excess of probable need), but adding an additional \$5,000 would be prudent
  - **Reserve Fund Allocations**
    - There is a likely set of uses of the capital reserve fund that is not in the capital plan as yet; assigning a portion of the current available budget to the capital reserve fund could better prepare the town for the unplanned expenditures; \$50,000 is recommended; the unallocated audited current year budget fund balance should be assigned to the "rainy day" reserve fund
  - **Available Fund Balance Use**
    - Another item is recommended for restriction from the current fund balance (not the current budget): the FY2018 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 Cemetery Perpetual Care CD Renewal**

- Treasurer Welch would like to renew this CD, in the updated principal amount of \$71,125, with People's United Bank; 1 year at 0.65%; need motion authorizing Treasurer Welch to take this action

**Consideration of Plant Appeal of Tax Penalties**

- Albert & Catherine Plant own the two rental properties on the south side of VT Rte. 14 S just beyond the Village Bridge; they paid the second installment of 2016/17 property taxes for the two parcels on one check that arrived in the office by US Mail on May 22, 2017, a week beyond the deadline; postmark showed the letter in Burlington on May 9, 2017
- The Plants have sent a letter of appeal to the Selectboard for removal of the assessed penalty & interest charges on the taxes due

**Discussion on Capital Improvement Committee's Future Capital Projects Questionnaire**

The committee annually requests town entities to list potential projects to allow the committee to properly plan for the projects; possible projects for the board to include:

- Potential real property transactions in EM Village area
- LaPerle Farm Property projects

- Highway Department Vehicles
  - Salt/sander for International 6-wheeler; cost is likely to be around \$8,000
  - Replacement system for chloride truck; either “new” truck or some trailered methodology
- EMFD vehicles
  - Likelihood that the next fire engine purchase will need a significant town contribution
- EM Village sidewalk project
  - Expected increase in project cost to around \$750,000 from \$490,000; town match will increase from \$49,000; total match may reach between \$100,000 & \$110,000

### **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 at 11 this year, well below last year’s unusually high total; regardless, this has little to do with the total number of unregistered dogs

### **Consideration of New Dog License Fee Schedule**

- See proposed schedule; Selectboard sets such fees and no update was done for legislative additions

### **Appointments:**

- **Energy Committee**
  - The Energy Committee recommends two members: Rob Chickering and Tom Fisher

### **Access Permits:**

- **12-028; Susan Atwood, 504 County Road**
  - Road Foreman Garand recommends the approval of this curb cut with no conditions

### **Minutes:**

- **June 5, 2017**
  - Delinquent Tax Collector Karen Gramer has requested some minor alterations to the “Discussion on Delinquent Tax Collector Position” item

### **Town Administrator Report**

- Doner Road Improvement Concerns:
  - Glenn Dan Bailey is unhappy with recent improvements to the Class 4 portion of Doner Road
- Listers Annual Filing of Abstract of Individual Lists
  - We received a 30-day extension of the June 4<sup>th</sup> deadline; the reason for the extension was state delays with homestead filings; the situation is still a mess, but we’ve run out of time – we have to move forward knowing that some 75 properties are likely incorrect; listers hope to have the new appraisal notices out by Thursday and the filing done Thursday or Friday; this will start the formal grievance period, which now looks to be ending July 13/14 (i.e., one of those days will be the actual date when listers spend all day holding grievance hearings)
- Meeting Schedule:
 

○ June 27 <sup>th</sup>	1:00 pm	VTrans Bridge Project pre-construction conference (Nat’l Life)
○ June 27 <sup>th</sup>	4:00 pm	CV Habitat for Humanity Dedication for 1248 US Rte, 2 house
○ June 27 <sup>th</sup>	6:30 pm	CVRPC TAC meeting; Ms. Swasey presenting town proposal
○ June 29 <sup>th</sup>	10:00 am	Park ‘n Ride project pre-construction conference (town office)
○ July 10 <sup>th</sup>	6:30 pm	Selectboard special meeting (no July 3 <sup>rd</sup> meeting)
○ July 11 <sup>th</sup>	6:00 pm	Winooski River Basin Plan forum (Plainfield Opera House)
○ July 20 <sup>th</sup>	7:00 pm	EMFD quarterly budget presentation at ESF
○ July 24 <sup>th</sup>	6:30 pm	Selectboard special meeting (no July 17 <sup>th</sup> meeting)
○ Sept. 11 <sup>th</sup>	8:30 am	2017 Municipal Day; VT agency workshops at National Life

### **Zoning Administrator Report**

- 4 permit applications since June 5, 2017
- Next DRB meeting June 27, 2017
  - Final plan review of a two-lot subdivision of the Atwood property on County Road
  - Final plan review of a two-lot subdivision of the Witham property on Bliss Road
  - Site visit and setback variance review of a woodshed at 930 Brazier Road