

**Selectboard Memo
July 10, 2017 SB Meeting**

Reconsideration of Adams Vicious Dog Hearing Decision

Additions to Agenda

- **Certificates of Appointment for Interim Town Clerk and Assistant Town Clerk**
 - Board needs to sign forms certifying appointments of CJ Flynn as Interim Town Clerk through September 1, 2017, and Denise Brown as Assistant Town Clerk through June 30, 2018; these forms, once completed by the appointees and notarized, will be submitted to the Washington County Clerk
- **Preliminary FY2018 Tax Rates**
 - Listers filed the preliminary grand list, opening the two-week grievance window, on June 30; the annual lister hearing date is July 14th
 - On July 7th the Agency of Education released the education property tax rates for East Montpelier
 - The combination of those two events allows the generation of the preliminary FY2018 tax rates:
 - Homestead rate: 2.5042; down 1.8% from last year's 2.5509
 - Non-residential rate: 2.2189; down minimally from last year's 2.2198
 - The official FY2018 property tax rates will be set at the board's August 7th meeting
- **Personnel Matters**

Discussion on Collection of Delinquent Tax Issues

- **Delinquent Tax Collection Policy & Procedures**
 - In light of the recent shift to an appointed collector of delinquent taxes answerable to the Selectboard, the board needs to determine its priorities for the creation of a delinquent tax collection policy; see current policy and potential alternatives
 - The tax abatement handout, which is pretty much driven by statute, should also be reviewed
- **Potential Tax Sales**
 - See the current list of delinquencies; two parcels are ready to go to tax sale if the board so decides; other properties remain more than a year behind

Consideration of Updated Cash Receipts Policy

- Treasurer Welch recommends adding Recreation Board treasurer as receiver of funds under the "Authorized Personnel" section; the section should also be cleaned up so that the listed positions reflect current titles (Municipal Assistant, Town & Zoning Administrator)

Review of Treasurer's Financial Management Questionnaire

- 24 VSA §872 requires the SB to review the town treasurer's financial management questionnaire (a form provided by the VT State Auditor), describing the town's internal financial control mechanisms
- If comfortable, the board should authorize Chair Gardner to sign the form

Discussion on the Potential Creation of a Property Tax Policy Committee

- The board needs to decide if it wants to have a committee develop potential alterations to the property tax methodology, including tax payment dates, acceptance of postmarks, and penalty charges, in time for 2018 Town Meeting; if so, the committee needs to be formed in short order

Discussion on Expanding the Town's VMERS Offerings to Include Defined Benefit Plan Group C

- The town has received permission from VMERS to offer Group C as of the start of FY2018

Discussion on Rural Road Vegetation Assessment Program

- East Montpelier and Calais have been selected as the pilot towns for the "Rural Road Vegetation Management Assessments" program offered by the VT Department of Forests, Parks, and Recreation; Joanne Garton, Resilient Right-of-Ways Project Coordinator for the VT Urban & Community Forestry Program, will be here to discuss the program and present a letter of collaboration for town review/approval

Updates on Town Position Openings

- The board needs to define how it wants to reopen the town clerk job search
- Guthrie Perry has accepted the town's road foreman position; he'll start July 24th

Update on Purchase of Hudson Parcel [Possible Executive Session]

- Purchase and Sales Agreement has been signed by 4 of 6 Hudson siblings
 - Purchase price of \$95,000
 - Preliminary closing date of July 20, 2017, although this will likely be pushed a few days due to the complexity of 6 owners with some residing out of state
- Board should authorize use of Capital Reserve Fund for purchase
 - \$1,000 deposit is on this warrant
 - Additional closing costs should be minimal, so at closing we'll need a check for approximately \$95,000 or slightly less; board should authorize Chair Gardner to sign a special warrant for the closing check

Town Administrator Report

- Potential Signpost Article on Employee Changes
 - Targeting September issue, so a deadline of beginning of August
- Committee Resignations:
 - Andrew Greenwald has stepped down from the DRB
 - Rosie Laquerre has stepped down from the Town Clerk Selection Committee
- Meeting Schedule:
 - July 11th 6:00 pm Winooski River Basin Plan forum (Plainfield Opera House)
 - July 20th 7:00 pm EMFD quarterly budget presentation at ESF
 - July 24th 6:30 pm Selectboard special meeting (no July 17th meeting)
 - Sept. 11th 8:30 am 2017 Municipal Day; VT agency workshops at National Life

Zoning Administrator Report

- 2 permit applications since June 26, 2017
- No DRB meeting yet needed for August; the next scheduled meeting is September 5th