

**Selectboard Memo**  
**August 21, 2017 SB Meeting**

**Consideration of Delinquent Tax Collection Policy**

- See the draft policy as presented at the board's August 7<sup>th</sup> meeting; the board tabled discussion on the policy to this meeting

**Discussion of 2018 Draft VLCT Municipal Policy**

- The 2017 VLCT Town Fair conference will be held October 4 & 5, 2017 at Killington Resort Grand Hotel; the annual meeting will be at 1:30 p.m. on the 4<sup>th</sup> with the normal workshops on the 5<sup>th</sup>
- Town responses to the 2018 draft policy are due by September 1<sup>st</sup>; it's always possible to bring proposed amendments to the meeting, but it's a significantly more onerous process than recommending changes ahead of time
- The town will also have to choose a meeting delegate; Chair Gardner needs to be authorized to sign the delegate choice form

**Consideration of Submittal of Septic Permit Amendment Application for Town-owned US Rte. 2 (Benton) Parcel**

- In 2009 Cross VT Trail Association subdivided the 11.42-acre Benton parcel at 1248 US Rte. 2, creating a 1-acre building lot that was transferred to Central VT Habitat for Humanity and a 10.42-acre undeveloped lot transferred to the town; this was part of the town-brokered deal that resulted in a Cross VT Trail segment on the town-owned parcel and the soon-to-be-completed Habitat house project on the 1-acre lot; the 1-acre lot obtained a state water & wastewater permit that included, under a deed easement, a mound system location on the town parcel
- When CVHH was preparing for the transfer of the 1-acre parcel with house to new owners it was discovered that the state permit was issued under a preliminary, and clearly incorrect, site plan (the subdivision's plat was not used); to correct this error CVHH, with the assistance of Chase & Chase is applying for a permit amendment which requires the town's authorization prior to submission; if the board is willing to go along with this effort, it should authorize Chair Gardner to sign the two necessary documents, the "Landowner Signature Sheet" and the certification statement that there are no affected overshadowed property owners

**Consideration of People's United Bank Credit Card Application for Road Foreman Perry**

- The town has a credit card account with People's Bank; currently TA Johnson and Cemetery Sexton Morse have cards; Road Foreman Garand had a town credit card for use as necessary; credit limit was \$1,500; the card was destroyed upon his retirement
- The board should authorize Treasurer Welch to apply for/request a new card for RF Perry with the same credit limit

**Town Clerk Transition**

- **Discussion on Transition Elements**
  - The BCA, through its chair, Dave Grundy, is expressing concern regarding the lack of a transition between current interim clerk Flynn and incoming clerk Laquerre; Chair Grundy also would like to ensure that there is an appropriate recognition of Mr. Flynn's service
- **Certificate of Appointment for New Town Clerk Rosie Laquerre**
  - The board needs to officially appoint Ms. Laquerre to the post
  - Once she is appointed, the board must complete the standard form; board members sign certifying that Ms. Laquerre was appointed to the clerk position from September 1, 2017 to June 30, 2018
- **Consideration of Ms. Laquerre's Short-term 2<sup>nd</sup> Job Request**
  - Ms. Laquerre is requesting a EM Personnel Policy Section X(B) approval from the Selectboard to accept a temporary second job for the month of September; see request

## **Discussion on Town & Zoning Administrator Position**

- Potential executive session

## **Town Administrator Report**

- Lamb Petroleum Discharge Remediation Activity:
  - See Notice of Intent for recertification
  - This is an ongoing activity; comments, if any, due by August 27<sup>th</sup>
- ERAF Community Report:
  - As of August 15, 2017 East Montpelier is one of only 15% of Vermont towns to qualify for the full 17.5% state portion of the FEMA storm reimbursement funding (FEMA contributes 75%; a minimum of 7.5% up to the max of 17.5% from the state; and, the rest from the locality)
- Road Foreman IT Equipment:
  - rbTech recommends an iPad with GPS enabled (i.e., a tablet with cellular capability enabled)
    - Verizon seems the best bet for effective service
    - Would enable us to cut DSL from town garage FairPoint service and not replace the garage computer or provide a laptop
    - Question is whether to make this as a town account or reimbursement of private account
- 2017/18 Tax Year Update:
  - Tax bills are out
  - Grand List has been lodged; adjustments will now need SB approval, except for state mandated changes (i.e., current use, homestead, and business use updates)
- External Audit
  - Sullivan Powers has completed the annual audit; 3-day in-office audit; Treasurer Welch has already received and completed the necessary journal entries requested/ordered after the audit
- Meeting Schedule:
  - August 23<sup>rd</sup> 2:30 pm Kick-off meeting at town office for intersection study
  - August 23<sup>rd</sup> 7:00 pm BCA meeting
  - Sept. 11<sup>th</sup> 6:30 pm Selectboard special meeting (no September 4<sup>th</sup> or 18<sup>th</sup> meeting)
  - Sept. 15<sup>th</sup> 8:30 am 2017 Municipal Day; VT agency workshops at National Life
  - October 2<sup>nd</sup> 6:30 pm SB regular meeting

## **Zoning Administrator Report**

- 2 permit applications since August 7, 2017
- The next scheduled DRB meeting is September 5<sup>th</sup> for the Casella biennial review; this may be pushed to the October 3<sup>rd</sup> meeting date as there are no other items of business