

**Selectboard Memo**  
**November 6, 2017 SB Meeting**

**Additions to Agenda**

- **Consideration of NEMRC Annual Support Agreement**
  - Annual maintenance and support agreement for our suite of NEMRC database modules
  - Last year \$1,336.85; this year \$1,376.96, a 3.0% increase

**Hazard Mitigation Plan Update Kickoff Forum**

**Stephanie Smith, VT Emergency Management Hazard Mitigation Planner**

- The town's current hazard mitigation plan expires March 1, 2018; the desire is to have a plan in place to present to Ms. Smith by the end of February 2018, which should toll the clock and allow the long FEMA plan approval process to play out
- Ms. Smith will review the current plan with the board; in particular, the 2013 plan's FEMA review tool results will be highlighted

**Consideration of Creation of Emergency Management Committee**

- One clear weakness of the 2013 hazard mitigation plan was follow-through methodology; a standing committee with the charge to manage the town's emergency management would be in a better place to monitor compliance with the plan; one suggested make-up would be the Selectboard plus the emergency management co-coordinators, EMFD chief, town administrator, road foreman, and Planning Commission chair
- The committee could meet twice a year as part of a Selectboard meeting, once early in April to finalize the Local Emergency Operations Plan, and once in early November to review construction season mitigation efforts

**Meeting with Central VT Solid Waste Management District's Executive Director Bruce Westcott**

- Mr. Westcott will be here for a general discussion on CVSWMD programs and its FY2019 budget

**Road Foreman Report: Guthrie Perry**

- **Update on Recent Storm Damage**
  - Town submitted an estimated cost for debris removal/road repair of \$5,200; it is likely, due to the extreme costs to the utilities, that an emergency declaration will be requested; if it is authorized, the town may be able to recoup some of the debris removal expenses
- **Consideration of Better Roads Grant Application**
  - Applications for the FY2019 grants are due by November 17, 2017 (5 months earlier than prior iterations of this program); TA Johnson & RF Perry will be meeting with Dan Currier, CVRPC's transportation planner, to develop a Category B (road erosion/stormwater mitigation projects; grant up to \$20,000 with a 20% town match) application for culvert/drainage work at the northeast end of Snow Hill Road; board won't meet again before application is due
  - If comfortable, should authorize TA Johnson to complete & submit application
- **Options for Loader Replacement**
  - Two comparable estimates have been received:
    - Anderson Equipment: Komatsu-WA 270-8 (154 hp) Wheel Loader with 3.0 cy bucket, 60" forks, and a 4-year/3000 hour powertrain plus extended warranty
      - Price \$177,637
      - Trade \$ 61,000
      - Total \$116,637
    - Nortrax: John Deere 544K II Wheel Loader with 3.0 cy bucket, 60" forks, and 4-year/2000 hour preventative maintenance plus 5-year/3000 hour powertrain & hydraulic extended warranty
      - Price with trade: \$129,500
      - Price of 624K II with trade: \$152,500

**Consideration of Response Letter to VT Dept of Health Notice of Violation for Demolition of WEC Garage at Park ‘n Ride**

- The WEC garage was removed without any asbestos assessment effort or notification to the VT Dept. of Health of the demolition, in violation of VT Regulations for Asbestos Control Section 9.1; the town has been issued a Notice of Violation due to this failure; there is no particular penalty involved – the town is required to submit a letter acknowledging the failure coupled with a statement of intent to follow the rules in the future; VTrans has reviewed the NOV and recommends that the town accept the result; VTrans does acknowledge that it was at fault, but the property is owned by the town and as a result, the town has the ultimate responsibility; see draft letter – Chair Gardner needs to sign

**Discussion of Upcoming Holiday & Meeting Schedules**

- **Holidays:**
  - As has become the standard practice, the road crew would like to take the Veterans Day holiday, which is officially on November 10<sup>th</sup> this year, on the first Monday of hunting season, November 13<sup>th</sup>
  - The town office staff would prefer to stay open on Veterans Day (as always, the first tax installment deadline is just days away) and take December 26<sup>th</sup> off
- **Meeting Schedule:**
  - December is a busy month, with expected meeting dates on the 4<sup>th</sup>, 7<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>
    - The board should also determine a date for the annual town volunteer appreciation party
  - January’s schedule will need to be altered; the first Monday is New Year’s Day
    - Recommended schedule is to shift to the 8<sup>th</sup> & 22<sup>nd</sup> with the possibility of a final town meeting warning & FY2019 budget approval meeting on the 29<sup>th</sup> if necessary

**Appointments: 2018 Green Up Day Coordinator**

- Chris Racanelli has agreed to serve another year as the coordinator

**Town Administrator Report**

- VT Land Trust Succession:
  - VLT’s longtime president, Gil Livingston, is retiring on December 1<sup>st</sup>; he will be replaced by Nick Richardson
- Friends of Coburn Pond Work Event:
  - November 9<sup>th</sup>, 8:30 a.m. to noon, the group will host a work party to strip invasives out of the constructed wetlands on the VTrans land behind Plainfield Hardware; the concept is to eliminate the need to use glyphosate (Roundup) to control the plants and thus keep the poison out of Coburn Pond
- Meeting Schedule:
  - November 7<sup>th</sup> 10:00 am Park ‘n Ride facility walkthrough
  - November 16<sup>th</sup> 9:00 am Kickoff meeting at CVRPC for Kingsbury stormwater master plan
  - November 20<sup>th</sup> 6:30 pm Regular Selectboard meeting with Intersection Study forum
  - December 4<sup>th</sup> 6:30 pm Regular Selectboard meeting
  - December 7<sup>th</sup> 7:00 pm Annual EMFD operating budget presentation @ ESF
  - December 11<sup>th</sup> 7:00 pm Tentative joint EMFD budget meeting with Calais board @ Calais
  - December 18<sup>th</sup> 6:30 pm Regular Selectboard meeting

**Zoning Administrator Report**

- 3 permit application since October 16, 2017
- The DRB will hold a meeting November 7, 2017; just one hearing dealing with a side setback waiver request to allow a new garage at 390 Quaker Road