

## **Minutes of the East Montpelier Selectboard**

### **December 4, 2017 Selectboard Meeting**

**SB Attendance:** Chair Seth Gardner, Gene Troia, Kim Swasey, Amy Willis; Town Administrator Bruce Johnson

**Public Attendance:** Jamie Stewart, CVEDC

Chair Gardner called the meeting to order at 6:35 p.m.

**Additions to Agenda: None**

**Public Comment: None**

### **Meeting with Central VT Economic Development Corporation's Executive Director Jamie Steward**

Mr. Steward and board members discussed a variety of issues concerning business opportunities and limitations in and around the EM Village area. Two areas of current focus for CVEDC are workforce development training and entrepreneurial development.

CVEDC provides a number of targeted services directly, but is possibly most valuable in its ability to help businesses, especially smaller, newer companies, access the resources, whether state, federal or non-profit, available to help the businesses grow. Mr. Stewart would like to meet with the board on a regular, perhaps semi-annual, basis, an idea supported heartily by the board members.

### **Consideration of Reimbursement Request to VTrans for Muddy Brook Road Slump Repair & Paving Grant**

The board reviewed the TA-65 & TA-66 VTrans grant reimbursement forms for the recently completed Muddy Brook Road slump repair and full road repaving. The work was done under a FY2018 VTrans paving grant which will cover 80% (\$100,091.31) of the total project cost of \$125,114.14.

**Motion: To adopt and sign the TA65 VTrans Request for Reimbursement form for the Muddy Brook Road project.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

Board members signed the TA65 form.

### **Consideration of Northfield Savings Bank Resolution to Convert Checking Account to Savings Account**

The account in question is the checking account the town took over from the Recreation Board earlier in the year. The Rec Board's finances are now handled as part of normal town accounting processes utilizing the People's Bank accounts. The Northfield Savings Bank account is maintained to allow access to the bank's certificates of deposit at highly favorable rates. The concept is to convert the checking account to a savings account to increase interest earnings. The board needed to adopt a set of resolutions to allow town employees to do the conversion.

The Town of East Montpelier, VT resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**Motion: To adopt the foregoing resolutions as required to give Treasurer Don Welch and Assistant Treasurer Denise Sparrow the necessary authorization to change the town's Northfield Savings Bank checking account to a savings account.** Made by Mr. Troia; second by Ms. Willis. Passed unanimously.

### **Work Session on Hazard Mitigation Plan Update**

The work session on the hazard mitigation plan was postponed until a later meeting.

### **Preliminary Discussion on FY2019 Budget Development**

The board reviewed the preliminary FY2019 budget. Development of the budget will continue during upcoming board meetings with an expected final budget adoption at the January 22, 2018 meeting.

### **Preliminary Discussion on 2018 Town Meeting Warning Development**

The board reviewed the preliminary 2018 Town Meeting Warning. The warning will likely be finalized at a special board meeting on January 29, 2018.

### **Appointments: Town Health Officer**

Ginny Burley offered to serve as the town's health officer.

**Motion: To appoint Ginny Burley as the town's health officer for a 3-year term commencing January 1, 2018.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

### **Warrants**

Board members signed the warrant.

### **Minutes**

Chair Gardner presented the draft minutes of the November 20, 2017 board meeting.

**Motion: To approve the November 20, 2017 minutes as amended.** Made by Ms. Swasey; second by Mr. Troia. Passed unanimously.

### **Other Business**

#### **Town Administrator Report:**

- Grant Update:
  - The town received a \$26,000 (\$20,000 state funds; \$6,000 town match) state Municipal Planning Grant to update the zoning regulations.
  - The Vermont Housing & Conservation Board has approved the extension of the \$10,000 feasibility study grant for the town-owned LaPerle farm property through July 1, 2018.

➤ Meeting Schedule:

- December 7<sup>th</sup> 7:00 pm Annual EMFD operating budget presentation at ESF
- December 11<sup>th</sup> 7:15 pm Joint EMFD budget meeting with Calais board at Calais Town Hall
- December 15<sup>th</sup> 6:30 pm Town Volunteer Appreciation Party Honoring Mike Garand
- December 18<sup>th</sup> 6:30 pm Regular Selectboard meeting

**Zoning Administrator Report:**

- 1 permit application since November 20, 2017.
- There is no currently scheduled DRB meeting.

**Motion: To adjourn.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.  
Meeting adjourned 8:30 p.m.

Respectfully submitted by Bruce Johnson, Town Administrator

**Approved: December 18, 2017 East Montpelier Selectboard meeting**