

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

### **December 18, 2017 Selectboard Meeting**

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

**Public Attendance:** Town Treasurer Don Welch; David Armstrong, GMT; Tom McKone, Kellogg-Hubbard Library; Dan Groberg, Montpelier Senior Activity Center

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

**Additions to Agenda: None**

**Public Comment: None**

#### **Budget Discussion: GMT/Route 2 Commuter Bus**

**David Armstrong, Green Mountain Transit Planning Manager**

Mr. Armstrong reported that overall ridership on the GMT/RCT (Rural Community Transportation) Route 2 Commuter Bus route that runs between Montpelier and St. Johnsbury has dropped slightly from 2016. Usage of the main East Montpelier stop, at the park 'n ride, has dropped more precipitously (375 stops to 280 on the GMT bus), but that may be due to the ongoing facility construction. Currently both GMT and RCT run morning and evening routes, with GMT also running a mid-day route from Montpelier to Marshfield. GMT is in the midst of full system analysis of all its routes and this may result in some minor changes to our service. Most likely the mid-day run will be dropped and some low-usage, off-Route 2 stops may be eliminated. GMT is trying to navigate a particularly difficult period for public transit, with federal funding up in the air and ridership numbers stagnating.

The GMT request remains at the same level, \$8,333, as it has since the introduction of the service back in 2010.

**Motion: To place on the 2018 Town Meeting Warning the Green Mountain Transit Route 2 Commuter Bus appropriation request article for \$8,333.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

#### **Budget Discussion: Kellogg-Hubbard Library**

**Tom McKone, KHL Executive Director**

Mr. McKone reported that KHL usage continues to grow. Circulation is up to 271,323 items, second highest in the state to Burlington's Fletcher Free Library – no other library is over 200,000. There are 686 East Montpelier residents with active library cards who borrowed 18,123 items last year (plus e-books, which aren't tallied by town). There's a new mural in the Children's Room painted by East Montpelier resident Carolyn Shapiro.

KHL is requesting an increased appropriation of \$42,022 for FY2019, up from the \$38,614 figure of the past four years. The town is being asked to pay \$16.15/capita, below the 17.00 rate requested from Middlesex, Worcester, and Calais. Montpelier's request is over \$40/capita (KHL is a non-profit, not a city-owned entity).

**Motion: To place on the 2018 Town Meeting Warning the Kellogg-Hubbard Library appropriation request article for \$42,022.** Made by Ms. Willis; second by Ms. Swasey. Passed unanimously.

**Budget Discussion: Montpelier Senior Activity Center**

**Dan Groberg, Director of Communications & Development, Montpelier Community Services Department**

Mr. Groberg reported that the use of MSAC by East Montpelier residents continues to rise, from 101 in 2016 to 128 in 2017. Overall MSAC served 1,500 people last year, an increase of 50% in three years. 80 classes will be offered this winter, led by 20 of the ever-popular yoga classes.

MSAC is requesting an appropriation of \$8,000 for FY2019, up from \$7,000 in FY2018. The actual rate per client will fall to \$62.50, down from last year's \$69.31. Montpelier pays around \$138/client plus provides significant no-cost services. A new benefit for the 6 outlying member towns (Moretown plus the 5 U-32 communities) is equivalent class sign-up opportunities to those provided Montpelier residents. Prior to the change Montpelier residents had an exclusive one-week sign-up period for new classes.

**Motion: To place on the 2018 Town Meeting Warning the Montpelier Senior Activity Center appropriation request article for \$8,000.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

**Presentation of Funding Request Study Committee Report**

The committee's report was reviewed by the board. Only four changes from FY2018 appropriations: \$3,500 for Twin Valley Seniors, up from \$3,000; \$250 for VT Center for Independent Living, up from \$245; and two new organizations, \$250 for Central VT Habitat for Humanity and \$100 for the Vermont Family Network. The recommended funding request article appropriation total is \$22,691, up 3.9% from last year's \$21,836. Once again Central Vermont Home Health and Hospice will have a stand-alone article on the town meeting warning for a level-funded \$5,500 appropriation.

**Motion: To accept the Funding Request Study Committee's FY2019 funding report as presented and to place on the 2018 Town Meeting Warning both the joint social organization funding request article for \$22,691 and the Central VT Home Health & Hospice appropriation request article for \$5,500.** Made Ms. Swasey; second by Ms. Willis. Passed unanimously.

**Presentation of FY2017 Financial Audit**

Treasurer Welch and the board discussed the results of the FY2017 external audit done by Sullivan, Powers & Co. The one element of concern regarded the reporting of grant reimbursements, anticipated but not actually received within the particular fiscal year, in the town's NEMRC accounting modules. Treasurer Welch and the auditors have developed a procedural fix that will be instituted for FY2018.

**Motion: To accept the Sullivan, Powers & Co. audit for FY2017.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

**Presentation of Proposal for FY2018 Financial Audit**

Sullivan, Powers & Co. has submitted a proposal to handle the town's FY2018 external audit for \$14,300, an increase of \$700 over the contracted FY2017 audit cost. Treasurer Welch and the board continue to be pleased with the service provided by the company.

**Motion: To accept the Sullivan, Powers & Co. proposal, with a base cost of \$14, 300, for the town's FY2018 external audit.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

Board members signed the proposal.

**Presentation of FY2019 Capital Improvement Committee Plan**

Treasurer Welch, who serves on the Capital Improvement Committee, presented the proposed plan to the board. The plan is designed to facilitate the board's management of capital expenses, such as highway equipment, road infrastructure and paving, major building maintenance, and real estate. Relatively stable annual general fund appropriations to the Capital Reserve Fund enable the board to handle capital costs without wild swings in the municipal tax rate.

The plan calls for an increased Capital Reserve Fund budget line in FY2019 of \$431,484, up from \$414,484. The major changes from the adopted FY2018 plan are centered on the heavy equipment and opportunity fund sectors. The heavy equipment alterations are designed to reflect the unexpected need to replace the town's loader in FY2018, four years earlier than anticipated, and to allow the purchase of a roadside mower in FY2019. Replacement of the town's grader, slated for FY2018, has been pushed to FY2021 as the unit is still in good shape. The expected \$100,000 -- \$120,000 cost of the roadside mower is offset by the elimination of the roadside mowing general fund line item (\$10,000 in FY2018), which paid for equipment rental and contracted mowing services. The opportunity fund element is used for unanticipated capital expenditures, including town matches for grant funding, a need that continues to rise annually.

**Motion: To adopt the FY2019 Capital Improvement Plan as presented.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

**Consideration of Municipal Planning Grant Agreement**

The town has been awarded a 2018 Municipal Planning Grant from the VT Agency of Commerce and Community Development. The \$26,000 grant (\$20,000 in state funds; \$6,000 town match) is for an update of the East Montpelier Land Use and Development Regulations.

**Motion: To accept the 2018 Municipal Planning Grant and authorize TA Johnson to complete & sign the grant agreement.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

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

The board reviewed revised, to reflect receipt of a road-specific line painting invoice, 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% (\$99,918.99) of the total project cost of \$124,898.74. The TA 65 form previously approved at the December 4, 2017 board meeting will be destroyed.

**Motion: To adopt and sign the revised TA 65 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 TA 65 form.

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

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

### **Warrants**

Board members signed the warrant.

### **Minutes**

Chair Gardner presented the draft minutes of the December 4, 7, & 11, 2017 board meetings.

**Motion: To approve the December 4, December 7, and December 11, 2017 minutes as presented.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

### **Other Business**

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

- Washington County Proposed FY2019 Budget:
  - The final hearing is January 19, 2018, 3:00 p.m. at the Washington County Clerk's Office. Proposed FY2019 budget is \$634,111, of which \$556,661 is directly from towns. Last year's numbers were \$625,655 overall and \$544,655. Town tax expectations are up 2.2%, with East Montpelier's share growing from \$24,936 to an estimated \$25,486. We'll receive the final budget number for FY2019 in late January.
- CVSWMD Application for USDA Solid Waste Management Grant:
  - CVSWMD is requesting TA Johnson to submit a letter of support for the grant application (not a formal SB letter). The board is comfortable with the concept.
- Questions Regarding Town Provision of Social Services to Elderly and Disabled:
  - The town has received a letter requesting enumeration of services provided by the town for the elderly. This is similar to the issues brought to the board by EMFD Chief Ty Rolland at the December 7<sup>th</sup> joint board meeting. The town will direct people to the Central Vermont Council on Aging for assistance.

➤ Meeting Schedule:

- January 8<sup>th</sup> 6:30 pm “Special” Regular Selectboard meeting
- January 22<sup>nd</sup> 6:30 pm “Special” Regular Selectboard meeting
- January 26<sup>th</sup> 10:00 am 3-property tax sale at town office
- January 29<sup>th</sup> 6:30 pm Special Selectboard meeting, if necessary
- February 4<sup>th</sup> 6:30 pm Regular Selectboard meeting

**Zoning Administrator Report:**

- 2 permit applications since December 4, 2017.
- There is no currently scheduled DRB meeting.

**Motion: To adjourn.** Made by Ms. Willis; second by Ms. Swasey. Passed unanimously.  
Meeting adjourned 9:12 p.m.

Respectfully submitted by Bruce Johnson, Town Administrator

**Approved: January 8, 2018 East Montpelier Selectboard meeting**