

Selectboard Memo
March 19, 2018 SB Meeting

Addition to Agenda:

- **EMSLI request for grant use on housing conference**

Discussion with Vermont State Police; Consideration of 2018 State Police Contract

- New Middlesex Barracks Commander: Lt. Jason Letourneau
- New contract will be for a one year period; \$68.17/hr, slightly lower than last year's \$68.35
- Board should authorize Chair Gardner to sign contract

State Police Community Advisory Board Report

- Town Representative Don Welch will give a brief presentation

Town Treasurer Report: Don Welch, Town Treasurer

- Treasurer Welch will provide a budget status update

Discussion on Tax Map & Property Information Options for Town Office and Online

- The town currently uses two programs for providing parcel data:
 - Query Manager, a CAI (Cartographics) computer software program:
 - We operate under a one seat ESRI ArcGIS license (\$700/yr) plus a \$500 (going up this year to \$600) CAI maintenance agreement
 - This allows one staff computer user to print tax maps, abutter lists, etc.; operational on two town computers; difficult to keep working recently due to incompatibility issues with Windows updates; always been a challenge to keep updated – requires regular lister exports and IT personnel (i.e., rbTech at cost) to do the ArcGIS and QM updates
 - Central VT RPC-provided web map, using Chittenden County RPC servers:
 - “Free” – annual updates use much of our GIS time included with our CVRPC dues; town provides CVRPC with CAI tax map update files and creates an Excel document with the parcel data (not a quick item to produce)
 - Does not include most lister data; no abutter list option
 - Hosted on the Chittenden County RPC servers, which can be overwhelmed at times, leading to very slow map functionality
- The town has been accepted into the second year of the state parcel mapping project, which for our purposes means that CAI will be doing our 2018 tax map updates for free (we will have to pay for the two sets of maps we always get – about \$200)
 - As part of this project CAI is offering a discounted rate to create a webmap for the town that has enhanced Query Manager options and is available to all – essentially combining our two current offerings plus some additional features; updates to parcel data would be done automatically as part of our annual tax map update service; lister data would be updated on a regular basis by town staff; enhanced update options may be available through a NEMRC service, if the town wants detailed lister info available online (many towns do this, but it is sometimes controversial from a privacy standpoint); hosted through CAI
 - Cost is substantial: \$1,500 upfront (the set-up cost) plus \$2,400 yearly; the “free” tax map update for this year under the state project would pay for the upfront costs; the elimination of Query Manager would remove \$1,300 in annual costs; additional savings from less use of staff time, IT service, and CVRPC credit

Consideration of Schedule Amendment to the State Water Program Loan the Town Inherited From EM Fire District #1

- The state has declined to forgive the \$9,700 loan given to EM Fire District #1 to conduct an engineering feasibility study on the Crystal Springs Water System; as of July 1, 2017 the town took over the district's obligations, so the town is responsible for payment of the loan; the Selectboard assigned a portion of the FY2017 budget for this purpose, so the money is available; this new payment

schedule is a formality to get a close out invoice generated (handled by People's Bank) – the payment will be expected in April

- Board should authorize TA Johnson to sign the schedule

2018 Selectboard Organization

- At a minimum, board needs to elect a chair and vice-chair
- Should also authorize a member to sign payroll warrants, payroll vendor warrants, and necessary expense warrants (when due dates don't align with meeting dates; rarely happens)

2018 Selectboard Rules of Transaction

- See draft; no substantive changes except the addition of Four Corners Schoolhouse as a Section 12.2 public notice site

2018 Town Meeting Review

- 570 Australian Ballot voters; 165 voters checked in at town meeting
- EM Signpost deadline is March 30th if there is interest in a follow-up article on 2018 Town Meeting

Consideration of Draft 2018 Town Meeting Minutes

- See draft minutes prepared by Town Clerk Rosie Laquerre

Discussion on Next Steps for Town Regarding Central Vermont Internet: 2018 Town Meeting Vote Authorized Joining Communications Union District

- See letter from Jeremy Hansen regarding next steps for the town; his recommendation is to advertise for and then appoint a town representative and an alternate before the end of April

Discussion on Climate Change/State Energy Plan Resolution: Plan of Action in Light of Resolution Adopted at 2018 Town Meeting

- Board should decide what to do as a result of the adoption of the non-binding resolution

Review of 2018 Draft Town Plan

- The Planning Commission's formal hearing on the draft plan is on March 22nd; 7:00 p.m.
- The PC has reiterated its request that the SB review the draft in advance of the hearing and provide comments/concerns in a timely fashion so that they can be dealt with during the final update process before the PC hands the plan off to the SB, presumably at the SB's April 9th meeting; the desire is to hand off a plan that the SB can deal with expeditiously with a targeted adoption date of June 4th

Appointments

- See list of normal March appointments
- The CVSWMD representative and DRB slot vacancies are currently being advertised

Town Administrator Report

- Town Meeting Potluck Financial Query:
 - The potluck lunch costs a small amount of money (under \$100) each year and the coordinator is requesting that the town consider covering that cost
- Meeting Schedule:
 - March 22nd 7:00 pm PC hearing on draft 2018 Town Plan
 - April 9th 6:30 pm "Special" regular Selectboard meeting
 - April 12th 7:00 pm EMFD quarterly budget presentation at the ESF
 - April 23rd 6:30 pm "Special" regular Selectboard meeting

Zoning Administrator Report

- 4 new applications since the March 5th SB meeting
- Next DRB meeting will be held April 3, 2018; current agenda includes one subdivision hearing (Rauh; 940 Murray Road); a hearing on an application to allow fill (Crossroads Christian Church; 115 Fassett Road); two linked commercial site plan hearings for a reconfiguration of parking and display areas at Classic Auto, 4233 US Rte. 2; and, a subdivision sketch plan review (Rice; 855 Jacobs Road)