

**East Montpelier Selectboard Meeting APPROVED (04/23/18) MINUTES
April 9, 2018 at the Town Office**

Selectboard (SB) members present: Carl Etnier (recording secretary), Seth Gardner, Kim Swasey, Gene Troia Amy Willis; Bruce Johnson (town and zoning administrator).

Others present: Potential appointees Tom Fisher, Bob Klein, Ben Lange, Rebecca Schrader; Planning Commission members Julie Potter and Jean Vissering; Health Officer Ginny Burley.

A. CALL TO ORDER

Mr. Gardner called the meeting to order at 6:30 p.m.

Additions to the agenda

Discussion of Park 'n Ride signage

Discussion of town garage water system

Discussion of evaluations of town employees

Public comment

None

Review of minutes

Motion: I move to approve the minutes of March 19, 2018 as submitted. Made: Ms. Swasey. Second: Ms. Willis. 5-0.

Motion: I move to approve the minutes of March 22, 2018 as submitted. Made: Mr. Troia. Second: Ms. Swasey. 5-0.

B. CONSIDERATION OF APPLICANTS FOR TOWN POSITIONS

Development Review Board Member

Ben Lange submitted a letter of interest to be appointed to the DRB.

Motion: I move to appoint Ben Lange to the Development Review Board. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

Central VT Internet Communications Union District Town Representatives

Three people submitted letters of interest.

Motion: I move to find that we are engaging in the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. § 313(a)(3). Made: Mr. Etnier. Second: Ms. Swasey. 5-0.

Motion: I move to enter executive session. Made: Mr. Etnier. Second: Ms. Swasey. 5-0.

After the board exited executive session:

Motion: I move to appoint Bob Klein as Central Vermont Internet Communications Union District Town Representative, with Tom Fisher and Rebecca Schrader as alternates. Made: Ms. Swasey. Second: Mr. Etnier. 5-0.

C. PRESENTATION BY PLANNING COMMISSION (PC) OF DRAFT 2018 TOWN PLAN

The PC approved the current draft town plan at its April 5 meeting.

New PC chair Julie Potter told the SB the PC had made some changes in the plan after its public hearing on March 22. None of the changes were particularly substantive. One new action was added with respect to Coburn Pond. One new policy was added, designating groundwater extraction for commercial bottling as the lowest

priority use. She said it would be good to get another pair of eyes to review the language about village center designation. Clare Rock at Central Vermont Regional Planning Commission (CVRPC) will look at it this week. We may want to expand the designated area beyond what's currently proposed.

The SB asked that the village center area be expanded to include the land in the river corridor, with Mr. Etnier hesitant but willing to go along with the expansion for now.

The plan will need to be amended to incorporate the energy plan, once that is completed.

The SB will hold a work session on the plan at both its April 23 and May 7 meetings. The first of a minimum of two required hearings is currently scheduled for May 14. If the plan proceeds on the fast track, the second and final hearing would be on June 4, followed immediately that evening by adoption by the SB and submission to CVRPC for anticipated approval in July.

D. CONSIDERATION OF CONTRACT WITH BRANDY SAXTON/PLACESENSE

After a formal bid process, the Planning Commission selected Ms. Saxton as its desired consultant for the 2018 zoning rewrite project, funded by a Municipal Planning Grant. The value of the contract is \$25,750, in line with expectations for the \$26,000 grant.

Motion: I move to authorize the Town Administrator to execute the contract with Brandy Saxton/PlaceSense for consulting services on the zoning rewrite project funded by a municipal planning grant. Made: Mr. Troia. Second: Mr. Etnier. 5-0.

Ms. Potter said the PC is looking for town volunteers from outside the PC to help in the project. They have put out notice on Front Porch Forum and the town web site. Work is scheduled to commence April 19.

E. DISCUSSION ON MURRAY ROAD VICIOUS DOG COMPLAINT

The town was given formal complaint of a vicious dog from Jessica Johnson regarding an incident on Murray Road. It is unclear whether the dog behaved in a threatening way or actually bit a human, and so it is unclear whether a vicious dog hearing is required. Animal Control Officer Sandy Conti has spoken to people at the house where the dog was seen; it is also unclear which dog was the subject of the complaint and whether its owners live in East Montpelier.

Health Officer Ginny Burley said she will follow up on the complaint and report back to the SB.

F. CONSIDERATION OF VLCT PACIF EQUIPMENT GRANT APPLICATION

Applications for the VLCT (Vermont League of Cities and Towns) 50/50 equipment grant program are due before the end of April. Road Foreman Guthrie Perry would like new chainsaw protection equipment for all, a set of welding peripherals, a truck job box, 2 harness/lanyard sets, and a light tower w/ generator, at a total cost of \$9,924.81 (making the town's 50% match \$4,962.41).

Motion: I move to authorize the Town Administrator and Road Foreman to sign the application for the VLCT PACIF equipment grant. Made: Mr. Etnier. Second: Ms. Willis. 5-0.

G. CONSIDERATION OF RECREATION BOARD US LACROSSE FIRST STICK GRANT PROGRAM APPLICATION

Recreation Board would like to apply for a grant for lacrosse equipment starter package through the US Lacrosse First Stick Program.

Motion: I move to authorize the Recreation Board treasurer to submit the application for a grant for lacrosse equipment starter package through the US Lacrosse First Stick Program. Made: Ms. Swasey. Second: Mr. Troia 5-0

H. CONSIDERATION OF VTRANS STRUCTURES & PAVING GRANT PROGRAM APPLICATIONS

19 VSA §309d requires consideration of "Complete Streets" principles for all projects involving paved highways. The National Complete Streets Coalition defines complete streets as "streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities."

If the project does not incorporate Complete Streets principles, a written determination needs to be made that circumstances exist warranting such a decision.

The town is applying for two VTrans grants:

- 1) A structures grant to replace the cross-culvert just south of Morse Farm on County Road. The brook flows into the Winooski near the base of Gallison Hill Road in Montpelier (it is the same brook involved in the Murray Road culvert replacement last year). The town awaits the Newton Technical Services estimate, which is expected to be in the \$100,000 range.
- 2) A paving grant for the first 1.83 miles of County Road (Montpelier line to Powder Horn Glen Road). As this stretch includes the culvert discussed above, the intent would be to do both projects within the same timeframe. Pike project estimate is \$367,545

Required Complete Streets Determinations

Motion: For the County Road culvert structure grant application, the Selectboard finds that incorporating complete streets principles is outside the scope of the project because of its very nature (19 VSA §309d(3)). Made: Mr. Etnier. Second: Mr. Troia. 5-0

Motion: For the County Road paving grant application, the Selectboard finds that it has considered Complete Streets for this area and the cost of incorporating complete streets principles is disproportionate to probable use, due to natural resource constraints imposed by long stretches of ledge near the road (19 VSA §309d(2)). Made: Mr. Etnier. Second: Mr. Troia. 5-0

Approval of Grant Submissions

Motion: I move to submit to the Agency of Transportation a Municipal Highway Grant Application for a culvert on County Road, for roughly \$100,000, with the exact figure to be drawn from the Newton Technical Services estimate when it is received. Made: Mr. Troia. Second: Ms. Swasey. 5-0

Motion: I move to submit to the Agency of Transportation a Municipal Highway Grant Application for paving on County Road, in the amount of \$367,545. Made: Mr. Troia. Second: Ms. Swasey. 5-0

I. CONSIDERATION OF ANNUAL HIGHWAY FINANCIAL PLAN

This is a standard form, filed annually. The board needs to approve plan and certify, with all signing, that the town budgets town funding of at least \$300 per mile. Conservatively calculated, we town-fund at around \$8,000/mile.

Motion: I move to adopt the FY2019 Annual Financial Plan for Town Highways. Made: Mr. Troia. Second: Mr. Etnier. 5-0

J. CONSIDERATION OF ANNUAL CERTIFICATION OF COMPLIANCE FOR TOWN ROAD & BRIDGE STANDARDS AND NETWORK INVENTORY

This is another standard form, filed annually. In it, the board certifies that we comply with the minimum road and bridge standards, which we continue to do under the standards adopted in 2013, and have a reasonably current road network inventory. Our road network inventory is in the midst of a VTrans Better Roads Grant Program-funded update by CVRPC.

Motion: I move to adopt the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Made: Ms. Swasey. Second: Ms. Willis. 5-0.

K. DISCUSSION ON EM VILLAGE SIDEWALK PROJECT WATERLINE ISSUES

As part of the EM Village sidewalk project, the town is responsible for replacing a US Rte. 2 cross-culvert running from the Rolland parcel to the Hudson parcel. There is a Crystal Springs Water System pipe running along the east side of US Rte. 2 that is in the way and will have to be dropped deeper into the ground. The line is a 4" main running from the northeast side of the VT Rte. 14/US Rte. 2 southerly intersection up to the southwest side of the northerly intersection. The line will also conflict with the sidewalk project at the north end on the Gloria Biron "Jockey Hollow" garage lot.

DuBois & King, our project design engineering firm, is working on solutions to the conflicts. The SB discussed options and will return to the subject in a future meeting.

L. CONSIDERATION OF PARK 'N RIDE PROJECT CONTRACTOR LETTER

VTrans has determined that there will be no further contractor/construction inspector payments until construction deficiencies with the facility are resolved. Due to the unusual way this project is presented (this is a town-owned, federally funded, VTrans park 'n ride project), the town is the actual contract holder with the contractor and construction inspector, so the letter, although written by VTrans, needs to come from the town.

Motion: I move to authorize the Town Administrator to sign the letter to Dana T. Percy, Jr. and John D. Turner regarding Park and Ride contractor payments. Made: Mr. Etnier. Second: Ms. Willis. 5-0

M. CONSIDERATION OF LAPERLE PROPERTY BOUNDARY ADJUSTMENT

The LaPerles have tentatively agreed to a land swap of 0.14 acres of town land around the LaPerle putting green in exchange for the 0.07-acre LaPerle-owned triangle of land to the back of the new Park and Ride facility; if board is comfortable with swap, survey and deed work will move forward.

SB is comfortable with the swap and directed that work move forward.

N. CONSIDERATION OF DRAFT 2018 TOWN MEETING MINUTES

Motion: I move to approve the 2018 Town Meeting minutes as amended. Made: Mr. Troia. Second: Ms. Willis. 5-0

O. APPOINTMENTS

At its March 19 meeting, the SB authorized the Town Administrator to fill a vacancy on the board of the Central Vermont Solid Waste Management District (CVSWMD). The unusual delegation was because the board was comfortable with at least one person who had expressed interest, and an appointment before April 9 would authorize the appointee to represent the town at the next meeting of the CVSWMD board. Mr. Johnson reported that he had appointed Gabrielle Molina, and he asked the SB to ratify that decision.

Motion: I move to approve the appointment of Gabrielle Molina to the CVSWMD board. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

P. DISCUSSION OF PARK 'N RIDE SIGNAGE

The Park and Ride has signs for Level 1 charging station for electric vehicles, of which there are four. There is no signage for the single, dual-port Level 2 charging station. And one of the Level 1 signs is near the Level 2 charging station. Washington Electric has received complaints from people who have been confused by the signage.

Mr. Etnier will investigate options and make a suggestion for the April 23 meeting.

Q. DISCUSSION OF TOWN GARAGE WATER SYSTEM

The town garage water system needs a new well pump and pressure tank, as it currently gives only a trickle. Onion River Well and Spring has submitted an estimate of \$2,422.25 for the work. The SB has no objections.

R. DISCUSSION OF EVALUATIONS OF TOWN EMPLOYEES

Ms. Swasey recalled the SB discussions last year of taking an overview of how the town office functions and the SB relationship to it. In that context, she suggested we discuss evaluations of employees. The SB expressed interest, and she will bring suggestions to the May 7 meeting.

S. WARRANTS

Signed.

T. OTHER BUSINESS

Town Administrator Report

Caterpillar Engine Class Action Update: The town received a payment of \$4,579.40 as its share of the Cat Engine C13 & C15 settlement; the (now former) town trucks involved were the two 2008 International 10-wheelers. Our allowed claim was a total of \$10,000 (based on number of service visits for specified issues); a large number of claims were received, so the payout was at approximately 45.8% of award value.

TA Johnson Vacation Schedule: He is on vacation April 14-22, 2018; however, he will be available at the normal town email address during that time.

Meeting Schedule

April 12	7:00 pm	EMFD quarterly budget presentation at the ESF
April 23	6:30 pm	“Special” regular Selectboard meeting
May 7	6:30 pm	Regular Selectboard meeting
May 14	6:30 pm	Selectboard hearing on draft 2018 town plan

Zoning Administrator Report

There have been no new applications since the March 19 SB meeting; 6 total so far this year.

The next Development Review Board meeting will be held May 1, 2018; tentative agenda includes one subdivision hearing (Rice; 855 Jacobs Road); and, the continuation from the April 3rd DRB meeting of two linked commercial site plan hearings for a reconfiguration of parking and display areas at Classic Auto, 4233 US Rte. 2.

Q. ADJOURNMENT

Motion: I move to adjourn. Made: Ms. Wills. Second: Mr. Troia. 5-0. 9:38 pm.