

Selectboard Memo
May 7, 2018 SB Meeting

Town Health Officer Report Followed By a Discussion on Potential Courses of Action

- THO Ginny Burley will be here to discuss a troubling situation at 2768 Horn of the Moon Road

Presentation of CAI Technologies Web Map Service

- CAI President Franco Rossi will do the service demonstration
- 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 Quaker Road Culvert Replacement Plans

- Doug Newton, the town’s design engineer on this project, will be here to present the “semi-final” plans for the grant-funded replacement of the Quaker Road culvert near the Brown residence; the intent is to put the project out to bid in the very near future with construction by August

Consideration of EM Recreation Board Rules of Procedure

- Consideration of the now-SB-edited draft updates to the 2010 EM Recreation Committee Policies & Procedures Manual
- The new documents require ratification by the SB; board should also authorize officer elections at the May EMRB meeting

Consideration of Name for Connor Development Road

- The Connors are now ready to get a name for the access road approved for use with the 2017 3-lot subdivision of the Cherry Tree LLC Towne Hill Road parcel; the requested name is Deerfield Drive, with a second choice of Deerfield Lane; there is a Deerfield Drive in Montpelier, so its use would be prohibited in the 05602 zip code area; this subdivision is in 05651; USPS sees no conflict

Discussion on 4 Freedoms Festival/Ring 4 Freedom Event

- The board will consider possible town participation in the July 20th Ring 4 Freedom event

Consideration of Dry Hydrant Proposal for Codling Road

- EMFD has requested that the town pursue the installation of a dry hydrant at the intersection of Codling Road and US Rte. 2; the small parcel next to the Winooski is well situated for such a use; EMFD will submit a grant proposal for the hydrant; the town is responsible for securing permission for use of the location

Discussion on EM Village Sidewalk Project Waterline Issues

- Chair Gardner, Ms. Swasey, and TA Johnson met with Deane Hedges, owner of the Crystal Springs Water System, to discuss both the water system status in general and its intersection with the EM Village sidewalk project in specific; with regard to the US Rte. 2 culvert the town will replace this summer, Mr. Hedges has agreed to install 150' of 8" pipe in the proper location and in a timely manner to avoid interference with the cross culvert

Discussion on Employee Evaluation Methodology

- The board is working on a new methodology for employee evaluations; a variety of forms from other businesses will be reviewed and discussed

Work Session on 2018 Draft Town Plan

- The first SB hearing on the draft plan is scheduled for Monday, May 14, 2018 at 7:00 p.m.

Town Administrator Report

- E911 Service Update:
 - Montpelier and East Montpelier continue to work on a resolution for an unusual service request; EMFD Chief Rolland will participate in this discussion; potential executive session
- VT State Police Monthly Report:
 - We have received our first monthly set of officer work reports as part of the VSP effort to provide detailed information on trooper activities in town under our 40 hour/month contract; any SB feedback on the report?
- Central VT Cycling Tour:
 - The annual Central VT Cycling Tour, a benefit for Cross VT Trail, is scheduled for June 24, 2018; the event is hosted at Morse Farm, with multiple routes through East Montpelier, Calais, Woodbury, Middlesex, and Worcester
- Concern Regarding Dodge Road/Connector Road Intersection:
 - The town has received a request to improve the Dodge Road intersection with the southern connector off of Vincent Flats Road due to the prevalence of close calls for cars going straight on Dodge Road
- Update on Church Street Lights:
 - WEC has installed LED bulbs in all four lights; the town purchased the bulbs (for a total of \$390) and should be receiving an Efficiency VT rebate of between \$160 and \$240
- The first Central Vermont Internet board meeting will be held Tuesday, May 8, 2018, 6:00 p.m. at the Berlin Elementary School library
- Meeting Schedule:
 - May 14th 6:30 pm Selectboard hearing on draft 2018 town plan
 - 7:30 pm Selectboard special meeting
 - May 21st 6:30 pm Regular Selectboard meeting
 - June 4th 6:30 pm Selectboard hearing on draft 2018 town plan
 - 7:30 pm Selectboard regular meeting

Zoning Administrator Report

- 3 new applications since the April 23rd SB meeting; 11 total so far this year
- No June DRB meeting scheduled at this point