

Selectboard Memo
May 21, 2018 SB Meeting

Additions to Agenda:

- **Road Foreman Report**
 - Discussion of a Kelton Road rehabilitation project
- **Update on Smith Lawsuit Against Town**

Discussion with Town Clerk on Records Management Policy and Records Retention Plan

- Town Clerk Rosie Laquerre will present a policy on records management coupled with a category-specific retention plan; the town currently has no records retention methodology, which generally devolves to a “save everything” concept

Consideration of Renewal Agreement for Conduent (formerly ACS/Xerox) Land Records System

- The town originally entered into a land records system agreement with ACS/Xerox in 2013; the 5-year agreement expires this month; the land records segment of Xerox was sold off to Conduent a couple of years ago; there was no significant effect on services
- The proposed new agreement is pretty much the same as the old one: 5 years; start with essentially all new or updated equipment and software; same price (\$685/month)
- If board is comfortable, it should authorize TA Johnson to finalize the agreement

Discussion on Options for Improving the Recreation Field Entrance/Parking Lot Area

- Recreation Board Chair Jack Zeilenga and Vice-chair Paul Winters will present a preliminary sketch of possible recreation field improvements to the entrance area; the intent is to start the discussion on what needs to happen and how to accomplish the rehabilitation of the field

Discussion on Adding NEMRC Grand List Options to Town’s In Development Web Map Service

- CAI Technologies is already working on the creation of the town web map authorized by the board in early May; one of the issues is whether to take advantage of the NEMRC service to link the Grand List database with the web map; both the CAMA (house details) and Grand List (assessment details) information can be accessed (as can other NEMRC module databases, like animal licenses); the cost to add the NEMRC service is \$500/year for any or all available information plus an hourly cost to create the linkages (about 2-to-4 hours per module)

Discussion on Town Employee Northeast Delta Dental Plan

- The dental plan is run on a fiscal year, so the new plan starts July 1st; no major changes this year (we added at-employee-cost dependent coverage last year along with child orthodontic coverage); the cost is going up 2.9% to \$35.97/employee from \$34.96; normally no new contract would be necessary (it auto-renews), but there were two issues on last year’s contract that need to be corrected – a name change (Denise Sparrow) and the “unchecking” of a coverage box that wasn’t supposed to be part of the VLCT plan
- If comfortable, board should authorize TA Johnson to sign the updated agreement

Delinquent Tax Report and Discussion on Collection Process

- May 15th was the deadline for Tax Year 17/18 tax payments; the delinquent tax warrant prepared by Town Treasurer Welch shows \$202,963 remained unpaid at the deadline compared to \$168,607 last year; however, an escrow company missed the deadline by two days, rendering \$54,000 in payments late; the company has agreed to pay the penalty and interest, holding the clients harmless; since the payment (approximately \$4,500) has not yet been received, the clients remain on the delinquent tax list, but no notices will be sent; once the tax received amount is corrected for the escrow checks, only \$152,000 remained unpaid – a very good showing; current status as of May 21st is \$147,313 outstanding principal for Tax Year 17/18

- The total all years, including interest and fees, delinquent tax as of May 21st is \$229,590; this same number at this time last year was \$243,623
- The board should review & refine the delinquent tax collection policy for the current year; it also needs to decide how to handle tax agreements and determine the standards for which properties will be taken to tax sale

Work Session on 2018 Draft Town Plan

- The second SB hearing on the draft plan is scheduled for Monday, June 4, 2018 at 7:00 p.m.

Town Administrator Report

- Quaker Road Culvert Replacement Project Update:
 - Contractor bid notice is out; pre-bid meeting is scheduled for May 24th, 9:00 a.m. at the site; bids are due June 4th with opening scheduled for 8:00 p.m. as part of the Selectboard meeting
- Park 'n Ride Boundary Adjustment Update:
 - The new pin for the boundary adjustment between the town and the LaPerle family has been set; next step will be the creation of a final survey plat coupled with the formal boundary adjustment permitting process
- Update on VLCT PACIF Grant Application:
 - The town has received the requested 50/50 (VLCT pays 50%; town pays 50%) grant for a light trailer and assorted safety equipment; VLCT contribution is capped at \$4,962.41
- Meeting Schedule:

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| ○ June 4 th | 6:30 pm | Selectboard hearing on draft 2018 town plan |
| | 7:00 pm | Selectboard regular meeting |
| ○ June 18 th | 6:30 pm | Selectboard regular meeting |

Zoning Administrator Report

- 3 new applications since the May 7th SB meeting; 14 total so far this year
- The next DRB meeting is scheduled for June 5, 2018; two items scheduled at this point: s hearing for a Fairmont Dairy LLC two-lot subdivision of a 133-acre parcel located between VT Rte. 14 S and the Plainfield town line; and, a sketch plan review of a two-lot subdivision of the former Frost property on Kelton Road to create a 7-acre lot surrounding the house