

Selectboard Memo
June 18, 2018 SB Meeting

Additions to Agenda:

➤ **Consideration of Transfer of Funds From General Fund to Capital Reserve Fund**

- The town now places the expected contribution to the Capital Reserve Fund directly into the general fund budget presented to and approved by voters at town meeting; as a part of the general fund, the use of the line item for the Capital Reserve Fund is discretionary; the Selectboard needs to formally authorize the remainder of the line item to be transferred to the Capital Reserve Fund; a motion should reflect the amount to be moved -- \$414,817

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

- The Recreation Board is back to discuss its efforts on planning/grants/public input for the proposed recreation field entrance project

Town Treasurer Report: Don Welch, Town Treasurer

- Treasurer Welch will give the board a just-short-of-the-end-of-the-fiscal-year budget status update

Discussion on Options for Certificates of Deposit

- Treasurer Welch will present a variety of cd options for town funds; in particular, the Cemetery Perpetual Care Fund and the Capital Reserve Fund have cds that have recently matured and choices should be made

End of Fiscal Year Fund Balance Policy Determinations

Under town's fund balance policy we need to commit funds by end of our fiscal year, June 30th, if we want to restrict use of current budget (i.e., avoid it becoming part of the available fund balance)

➤ **EM Fire District Dissolution**

- Should release the \$10,000 restricted in 2017 to cover the District's now-paid loan

➤ **Highway Labor**

- Should release the unused \$25,000 set aside 2 years ago for the road foreman transition

➤ **Leave Payoff Responsibilities**

- This is an audit "requirement" – essentially a fund to pay for allowable leave reimbursements at the time of employee termination; the fund sits at \$30,000 now; the actual need is difficult to assess, but adding an additional \$5,000 would be prudent

➤ **Reserve Fund Allocations**

- The recommendation for the unallocated current year budget fund balance is to assign it to the Capital Reserve Fund; that fund has been in active use this year (unforeseen LaPerle Farm items, the Hudson house, the roadside mower, along with anticipated uses) and grant elements that are not currently projected (the sidewalk town match increase; potential exposure on the Quaker Road culvert) make an allocation to the fund prudent

➤ **Available Fund Balance Use**

- Another item is recommended for restriction from the current fund balance (not the current budget): the FY2019 budget contains a fund balance allocation of \$100,000; formally setting this usage allows us to prepare for the upcoming tax rate determinations and enables the amount to be carried as a set line item in our financial modules

Discussion on Future Capital Projects Questionnaire

The committee annually requests town entities to list potential projects to allow the committee to properly plan for the projects; possible projects for the board to include:

- Potential real property transactions in EM Village area
- LaPerle Farm Property projects
- Highway Department
 - Sidewalk maintenance equipment
 - Increased equipment and material storage capacity at the town garage
 - Paving of Carleton Blvd, part past NCFCU to Sandy Pines or entire road
- EM Village sidewalk project
 - As discussed last year, expected increase in project cost to around \$700,000 from \$490,000; town match will increase from \$49,000; total match may reach \$90,000

Consideration of Warrant to Impound Unlicensed Dogs

- See warrant; standard statutory language; requires all SB member signatures
- The unlicensed, but formerly licensed dogs category (see sheet) is at 24 this year; as always, this has little to do with the total number of unregistered dogs

Consideration of Records Management Policy and Records Retention Plan

- Town Clerk Laquerre will present updated versions of the proposed policy and plan; all links and schedule numbers have been checked for accuracy; if comfortable, board should adopt both the plan and the policy; the policy should be signed by board members

Discussion on Potential Asbestos Abatement Project at Old LaPerle Farm Property Structure

- Crothers Environmental Group did an asbestos investigation of the farmhouse; minor levels found in the linoleum backing and a chimney flue; Crothers also gave an estimate for the remediation work: \$3,475.00

Delinquent Tax Collector Report

- Total delinquency for all years is at \$173,200; down from \$229,890 on May 21st
- Board should decide if it is ready to move forward with targeted tax sale proceedings

Consideration of Employee Pay Rates for FY2019: Potential Executive Session

- See proposed pay chart; if executive session is desired, it should be under 1 V.S.A. § 313(a)(3)

Discussion with Friends of Coburn Pond

- Renée Carpenter, leader of Friends of Coburn Pond, will present a pair of concerns with VTrans actions/inactions regarding construction of the wetlands mitigation project on the Coburn Pond parcel; the group is encouraging a Natural Resources Board (Act 250) enforcement effort to require VTrans to honor the mediated settlement agreement reached during the project's Act 250 permit process; Ms. Carpenter will be asking for a letter of support from the board

Appointments:

- **Town Clerk & Assistant Town Clerk**
- **Town Treasurer & Assistant Town Treasurer**
- **Zoning Administrator**
- **Acting Zoning Administrator**
- **Collector of Delinquent Taxes**
- **Collector of Current Taxes**
- **Road Commissioners**

Access Permits:

- **18-019 Pearson, 513 Bliss Road**
 - The Pearsons are requesting a shift to the south of their long-standing residential access at 513 Bliss Road; the intent is to eliminate a challenging curve in the driveway and improve drainage; Road Foreman Perry has been working with the Pearsons and recommends approval

Town Administrator Report

- Update on FEMA DR4356 (October 2017 wind event):
 - The town's debris claim has been obligated (project accepted and federal funds released to the state); we'll eventually receive \$10,717 from FEMA plus an additional \$2,344 from the state
- Meeting Schedule:
 - July 9th 6:30 pm "Special" regular Selectboard meeting
 - July 19th 7:00 pm Anticipated EMFD quarterly presentation at the ESF
 - July 23rd 6:30 pm "Special" regular Selectboard meeting
 - August 6th 6:30 pm Regular Selectboard meeting

Zoning Administrator Report

- 6 new applications since the June 4th SB meeting; 25 total so far this year
- The next DRB meeting is scheduled for July 10, 2018; one hearing is set so far, for a setback variance request to construct a carport at 1420 North Street