

**East Montpelier Selectboard Meeting APPROVED (06/04/18) MINUTES
May 21, 2018 at the Town Office**

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

Others present: Town Clerk Rosie Laquerre; Road Foreman Guthrie Perry; Recreation Board members Paul Winters and Jack Zeilenga.

A. CALL TO ORDER

Mr. Gardner called the meeting to order at 6:35 p.m.

Additions to the agenda

Discussion with the Road Foreman on rehabilitating Kelton Road

Update on the Smith lawsuit against the Town

New survey for LaPerle property

Public comment

None

Review of minutes

Motion: I move to approve the minutes of May 7, 2018 as presented. Made: Mr. Troia. Second: Mr. Etnier. 4-0.

Motion: I move to approve the minutes of May 14, 2018 as presented. Made: Mr. Troia. Second: Ms. Willis. 5-0.

B. DISCUSSION WITH TOWN CLERK ON RECORDS MANAGEMENT POLICY AND RECORDS RETENTION PLAN

Town Clerk Rosie Laquerre presented a draft policy on records management coupled with a category-specific retention plan. The draft was drawn from a model policy from the state archivist's office; the town's usual procedure is to work with model policies from the Vermont League of Cities and Towns (VLCT), but they defer to the archivist on this matter.

Ms. Laquerre gave the SB a tour of the town's vault, in which she pointed to many records and documents that were kept far beyond their useful and legally required dates. With a records retention plan in place, purging unnecessary records will be permitted, according to the plan.

The SB thanked Ms. Laquerre for the initiative and looks forward to seeing the vault cleaned out. They asked for two things before approving the policy: 1) Make any future changes in the retention plan subject to SB approval, and 2) have someone double check that the plan's minimum retention times match what's in the cited General Record Schedule or Disposal Order for that category of record.

Mr. Johnson will draft language for SB oversight over changes in retention plan and convey it to Ms. Laquerre.

C. 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, and 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, with essentially all new or updated equipment and software at the beginning of the agreement, for the same price (\$685/month).

Motion: I move to authorize the Town Administrator to finalize the 5-year agreement with Conduent for a land records system. Made: Ms. Swasey. Second: Mr. Troia. 5-0.

D. DISCUSSION WITH THE ROAD FOREMAN

Mr. Perry reported that it is difficult to get water off of sections of Kelton Road. There is very little road material left on road; it needs a large supply of gravel.

He would like to buy gravel delivered. The town pays \$14.25/yd when the road crew trucks it; the bid is for \$15.78 delivered in front of the grader. This purchase fits within the year's gravel budget, after an easy mud season; Mr. Perry brought it to the board because work on this scale on one road disrupts traffic during the time of the project.

Mr. Johnson reported that the town has received the requested 50/50 (VLCT pays 50%; town pays 50%) grant for a light trailer and assorted safety equipment. The VLCT contribution is capped at \$4,962.41.

E. DISCUSSION ON OPTIONS FOR IMPROVING THE RECREATION FIELD ENTRANCE AND PARKING LOT AREA

Recreation Board Chair Jack Zeilenga and Vice-chair Paul Winters presented 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. Problems include long-standing puddles in the road and parking lot, poor sight lines down Vincent Flats Road when pulling out, poor marking of the entrance and exit, and some poison ivy along the fence.

Mr. Perry was asked about the traffic safety improvement potential for a project here and said better sight lines would help with traffic safety.

The SB is interested in getting public input on the design and resources to help pay for the design and the project. Mr. Johnson will contact Dan Currier at Regional Planning about funding opportunities. Ms. Swasey will check about getting National Guard help as a training exercise for them. The SB encouraged the Rec Board to look for opportunities in the closing days of this school year to engage many parents in a conversation about the design. The SB is willing to put up some money for the project, if necessary.

F. 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).

The SB approved the expenditure, with the provision that all the newly available information be kept behind a virtual wall at least at first, so it is accessible only to town staff and the relevant elected officials.

G. DISCUSSION ON TOWN EMPLOYEE NORTHEAST DELTA DENTAL PLAN

The dental plan is run on a fiscal year, so the new plan starts July 1. There are no major changes this year. 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 of one staff member and the “unchecking” of a coverage box that wasn't supposed to be part of the VLCT plan.

Motion: I move to authorize the Town Administrator to sign the updated agreement. Made: Mr. Troia. Second: Ms. Willis. 5-0.

H. DELINQUENT TAX REPORT AND DISCUSSION ON COLLECTION PROCESS

May 15 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.

Mr. Johnson presented a delinquent tax collection policy for the board to review. There were only minor changes from the one approved by the SB last year. The board signed the new policy.

I. WORK SESSION ON PROPOSED 2018 TOWN PLAN

No further discussion was felt necessary.

J. WARRANTS

Signed.

K. OTHER BUSINESS

The SB reviewed a response to a lawsuit filed by the Smith family on North Street regarding emergency medical response to their home and had no objections to filing the response in court.

Mr. Etnier and Mr. Johnson reported they'd spoken with Bob Klein, the town's representative to the board of Central Vermont Internet, about the May 8 initial meeting of the communications district. Because the district's legal status is in limbo for six months after its initial meeting, Mr. Klein said that board members were disinclined to commit the organization to much during that time period.

Mr. Johnson reported a new plan for the boundary adjustment of the Park and Ride with the LaPerle property has been agreed to, which works at least as well for the town as the previous plan and involves almost no net change to the LaPerle residence parcel size.

Town Administrator Report

Quaker Road Culvert Replacement Project Update: The contractor bid notice is out, with a pre-bid meeting scheduled for May 24, 9:00 a.m. at the site. Bids are due June 4, with opening scheduled for 8:00 p.m. as part of the Selectboard meeting.

Meeting Schedule:

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

Zoning Administrator Report

There have been 3 new applications since the May 7 SB meeting; 14 total so far this year.

The next Development Review Board meeting is scheduled for June 5, 2018; two items scheduled at this point: a 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.

L. ADJOURNMENT

Motion: I move to adjourn. Made: Ms. Willis. Second: Mr. Troia. 5-0.

The meeting adjourned at 9:15 p.m.