

Selectboard Memo
September 10, 2018 SB Meeting

Additions to Agenda:

- **Discussion on Gould Graveyard**
 - The Cemetery Commission is dealing with a challenging situation on Lot 7 of the 1998 Sparrow Farm subdivision (the pond lot next to the original farmhouse lot at 740 Sparrow Farm Road); grave stones have been uncovered by construction activity; the stones are thought to be part of a larger group of stones known to have been moved off the original site of the Gould Cemetery; the exact location of the cemetery is unknown, leading to the extreme concern of the commission and members of the public regarding potential development of the lot
- **Discussion on Quaker Road Culvert Project**
 - Contractor invoice has been presented (for the bid amount: \$107,492)
 - The invoice is on this warrant for \$106,492, reflecting a credit as described below; a list of remaining issues will be generated and check withheld until town satisfied
 - Remaining issues as of Friday, September 7, 2018:
 - The Brown & Curtis families aren't satisfied with final results (being evaluated)
 - Painting of exposed concrete with a water repellent (done this morning)
 - Shortage of dense graded material in banks (contractor give-back of \$1,000)
 - Guardrail post driven into culvert, causing dent in culvert:
 - Replacement of post with shorter version (done Sunday)
 - Repair, if any, to culvert (not recommended)
- **Discussion on EM Village Sidewalk Project**
 - Right- of-way process is nearing a critical point; we still need four easements and we're close to the drop-dead date where we'll need to shift to the necessity hearing process; if the board is comfortable, it should authorize Chair Gardner to sign a special warrant for right-of-way payments

Discussion on Preliminary List of Potential Projects for the Town's Stormwater Master Plan

Presentation by Watershed Consulting Associates

- The grant-funded, CVRPC-led, Kingsbury Branch Watershed Towns Stormwater Master Plan project (the project developing stormwater master plans for Woodbury, Calais, and East Montpelier) is at an important juncture: the consultant will present the EM sites that have been evaluated for stormwater issues; 66 sites were originally listed for consideration; 36 sites have been evaluated with the top 20 slated for further investigation; the board/public will be asked for feedback on the top 20 and then will participate in a further winnowing to select the 5 sites that will receive 30% (i.e., preliminary) designs for stormwater improvement projects

Discussion with Recreation Board on Rec Field Project

- Members of the Recreation Board will be in attendance to continue the discussion on possible options for the improvement, both aesthetically and for drainage purposes, of the recreation field's entrance area

Conversation with Funding Request Study Committee

- Members: Lindy Johnson, Ann Stanton, Sue Racanelli, Paul Erlbaum, Jeanne Malachowski, Sandal Cate, Kate Rader; application packet will go out to 35+ organizations by September 28th with a due date of October 26th; committee report will be presented to board at the December 17th board meeting
- This is the board's opportunity to set the ground rules for the FY2020 funding request article; total (without Montpelier Senior Activity Center & Central VT Home Health & Hospice) last year was \$22,691; we continue to creep up on the \$25,000 "vote on the floor" cap; there is no obvious organization to move to a separate article and there are two new organizations already expected to apply for FY20 funding
- Last year the SB decided to remove MSAC from the committee process and have it present its request directly to the board; it may be time to do the same for CVHHH; that organization has already informed us that there will be an increased request and it has agreed to come to the board's December 17th meeting to defend the request and secure no-petition warning placement (just like MSAC, KHL, and GMT will do)

Consideration of FY2019 Municipal Planning Grant Application

- The Planning Commission is recommending that the town apply for a FY2019 MPG to provide funding to take the anticipated draft regulations currently under development (led by consultant Brandy Saxton of PlaceSense operating under our \$26,000 FY2018 MPG) through to the finish line – essentially providing the PC and SB an additional year of consultant assistance with the zoning update process; the application is for a \$8,000 project with \$7,200 in grant funding and a \$800 town match

- If the board is amenable, it should adopt the “Municipal Resolution for Municipal Planning Grant”; all board members should sign the document

Consideration of VTrans Structures Grant Amendment for Quaker Road Culvert Project

- VTrans has awarded the town the requested amendment which will drop the net cost to the town back down to 10% of the project cost (\$14,000); if comfortable, board should authorize TA Johnson to complete agreement

Discussion on CAI Technologies Web Map Service

- Board members and employees have had access to the web map for over a month – any feedback?
- The next issue is the question of when to make the map accessible by the public

Discussion on 2019 Draft VLCT Municipal Policy

- The 2018 VLCT Town Fair conference will be held October 3 & 4, 2018 at the South Burlington DoubleTree (the old Sheraton location); the annual meeting will be at 12:30 p.m. on the 3rd
- Board should highlight areas of interest so that delegate (see below) knows the will of the board in contentious areas; if the delegate is to propose amendments at the meeting, the board should formally authorize the action

Designation of Town Delegate to 2018 VLCT Annual Meeting

- Town should select a delegate to the annual meeting; Chair Gardner needs to be authorized to sign form

Consideration of Draft Town Purchasing Policy

- The town was recently notified by the VT Department of Public Safety that the FEMA & state funds already obligated for the town’s benefit for the October 2017 wind storm (a total of \$13,060.77) are being withheld until the town has a formal purchasing policy; apparently DPS adopted a new protocol a couple of months ago to hold towns to a Code of Federal Regulation rule that’s been in place for years; a number of towns have been caught by this requirement that, to put it kindly, came completely out of the blue – the half-year long FEMA process was completed in June (and the funds obligated) with no mention of this expectation
- The draft policy is based on the standard VLCT template, the Cabot policy, and the Fair Haven policy

Consideration of Real Estate Proposal for Hodgeman Parcel: Potential Executive Session

- The Hodgeman 3.0 acre parcel on VT Rte. 14 N is being offered for sale to the town
- If executive session desired, the appropriate reference for real estate negotiations is 1 V.S.A. §313(a)(2)

Delinquent Tax Collector Report

- Current Status:
 - Tax sale is on hold as 3 of the 6 targeted parcels are now paid up, 1 is under agreement, 1 is still tied up in probate (Laundry), and the remaining parcel is actively for sale
 - As of September 10th the delinquent tax amount stands at \$124,677.52, compared to same date totals in: 2017 of \$139,513.12; 2016 of \$146,867.46; 2015 of \$151,993.09; and 2014 of \$149,632.76
- Update on FY2018 double payments of taxpayer credits:
 - 6 parcels are involved; questions have been raised about potential abatement to allow the FY2019 state payment to flow to the taxpayers rather than be captured by the town to cover the double payment

Listers Errors & Omissions

- Parcel #07-038.500 (375 Old Trail Road) was both combined with contiguous Parcel #07-038.000 (the master lot; 440 Snow Hill Road) and left active, so it was counted twice in the grand list; the board should authorize the listers to correct the mistake and decrease the grand list by \$6,031

Appointments

- **Central VT Internet**
 - Rebecca Schrader is requesting that her appointment as an alternate town representative to CVI be rescinded; she is running for CVI treasurer and cannot be a town representative

Town Administrator Report

- Park ‘n Ride Update:
 - The current plan, such as it is, anticipates that the contractor will open the facility, after mending the test pit locations, in the very near future while VTrans and the contractor/construction inspection company wrangle over the details of the upcoming (at some point) reconstruction
- Meeting Schedule:
 - October 1st 6:30 pm Regular Selectboard meeting
 - October 3-4 VLCT Town Fair
 - October 15th 6:30 pm Regular Selectboard meeting
 - October 26th 8:30 am 2018 State Government Municipal Day at National Life

Zoning Administrator Report

- 2 new applications since the August 20th SB meeting; 37 total so far this year