

Selectboard Memo
March 18, 2019 SB Meeting

Additions (or otherwise) to Agenda:

- **RLAC item should be tabled until April 1, 2019 meeting**
- **Discussion on Dry Hydrant Planned For Codling Road**

East Montpelier Hazard Mitigation Plan Development

Jonathan DeLaBruere, CVRPC Assistant Planner
East Montpelier Emergency Management Committee

- Mr. DeLaBruere will provide an update on the hazard mitigation plan update process, give a synopsis of our hazard mitigation survey results, and lead a discussion on the assessment of and prioritization of hazards affecting East Montpelier

Consideration of Appointment to Planning Commission [Potential Executive Session]

- The Planning Commission recommends Siu Tip Lam to fill the vacancy created by Ray Stout's recent resignation; the appointment will be for the final year of Ray's term, to 2020 Town Meeting

Discussion on Creation of Cemetery Committee

- Now that the town voters have returned responsibility for cemetery management to the Selectboard, the board needs to decide how to arrange for the management; the general thought has been to create a Cemetery Committee to handle operations with oversight by the Selectboard; it appears 4 of the former commission members would like to be on the new committee (Elliott Morse, Tim Lamson, Jon Boucher, and Emily Goyette); the first question for committee creation is how many members are desired (5, 7, 9...); a second central question is will there be a sexton and, if so, how will the sexton be appointed/paid (perhaps committee recommends; board appoints; town employee – essentially the ZA model); there has been some chatter about stipends for the committee members; job descriptions for sexton and cemetery workers should be developed
- An important side issue is the actual use of the cemeteries; Jon Boucher will have some information on using an outside contractor for burials, with oversight by the sexton

Discussion on Reconfiguration of Revolving Loan Advisory Committee and Consideration of Revolving Loan Fund Policies & Procedures

- This item should be tabled until we receive a response from the VT Agency of Commerce & Community Development regarding the proposed shift to a Selectboard/Advisor model

Discussion on Development of Social Media Policy

- In light of the Recreation Board's desire for guidance on if/how town committees should utilize social media, the board decided at its February 18th meeting to review the model VLCT social media policy and bring the issue up at a later meeting to determine whether to move forward with development of a town social media policy

Consideration of rbTechnologies Quote for Town Office Network Infrastructure Upgrade Project

- The town office network is in need of a complete infrastructure overhaul; this has been in the works for over two years; no new equipment has been purchased (other than necessary items to prolong the productivity of the existing setup) with the expectation that once Windows 7 became obsolete (Windows 7 Pro, our operating system, sunsets January 25, 2020), everything would be replaced, including the servers and work stations; we will move to Office 365, which will enable a shift to email addresses with @eastmontpeliervt.org
- Our IT provider, rbTechnologies, an East Montpelier company, has provided a quote of \$32,421 for the new hardware/software plus installation; target time period for installation is early-to-mid fall 2019; if willing to accept quote, board should authorize TA Johnson to complete; upfront payment of hardware cost (\$20,086) is expected and would be on the next board warrant

2019 Selectboard Organization

- At a minimum, board needs to elect a chair and vice-chair
- Should also authorize a member to sign payroll warrants, payroll vendor warrants, and necessary expense warrants (when due dates don't align with meeting dates; rarely happens)

2019 Selectboard Rules of Transaction

- See draft; no substantive changes from 2018 rules

2019 Town Meeting Review

- 393 Australian Ballot voters; 144 voters checked in at town meeting
- EM Signpost deadline is April 1st if there is interest in a follow-up article on 2019 Town Meeting

Consideration of Draft 2019 Town Meeting Minutes

- See draft minutes prepared by Town Clerk Rosie Laquerre

Appointments

- **Discussion on Concept of Youth Member for Recreation Board**
 - Ms. Swasey will provide update on this issue
- **Consideration of Annual Appointments to Committees/Boards [Possible Executive Session]**
 - See list of possible appointees
 - CVSWMD & CVFiber have forms that must be signed by Chair Gardner

Town Administrator Report

- Blake/Allard Tax Sale Update:
 - The March 7th tax sale of the 2784 US Rte. 2 parcel generated one bid; Richard Schiller of Colchester was the successful bidder at \$20,000, above the minimum of \$18,208.68
- East Montpelier Stormwater Master Plan Update:
 - The draft final report for the CVRPC-led project should be delivered by early April; CVRPC's Pam DeAndrea and possibly Watershed Consulting Associates (the lead firm doing the plan) personnel will present the report to the Selectboard at the April 22nd board meeting
- Special School Meeting Australian Ballot Update:
 - Vote set for April 9th, 7 to 7 in EMES library; the U-32 ballot (3 items including budget) result will be a merged vote by tabulator at the WCSU office (Berlin tabulator); the EMES ballot (budget only) will be hand counted by BCA after vote at EMES
- Meeting Schedule Conflict:
 - The SB moved the April 1st meeting to April 8th (along with the 15th to the 22nd); the 8th is now the date of the postponed WCUUSD organizational meeting; the SB needs to move off that date; the 1st is available and does not upset the general SB meeting schedule balance (there will still only be one 3-week gap between meetings)
- Meeting Schedule:

○ April 1, 2019	6:30 pm	Selectboard regular meeting (tentative)
○ April 3, 2019	6:00 pm	U-32 budget informational meeting at U-32
○ April 4, 2019	5:30 pm	EMES budget informational meeting at EMES
○ April 8, 2019	6:00 pm	WCUUSD organizational meeting at U-32
○ April 9, 2019	5:30 pm	EMES special school meeting
	7 am to 7 pm	Budget votes in EMES library
○ April 11, 2019	7:00 pm	EMFD quarterly meeting at ESF
○ April 22, 2019	6:30 pm	Selectboard "special" meeting

Zoning Administrator Report

- Still holding steady at 9 applications so far in 2019; no new applications since March 4th SB meeting
- Next DRB meeting will be held April 9, 2019