

East Montpelier Selectboard Meeting APPROVED (04/01/19) MINUTES
March 18, 2019 at the Town Office

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

Others present: Jonathan DeLaBruere, Central Vermont Regional Planning Commission (CVRPC) assistant planner, and Dan Currier, CVRPC Program Manager; Julie Potter (chair of the East Montpelier Planning Commission (PC)), Bill George (East Montpelier Emergency Management Co-coordinator), Ty Rolland (East Montpelier Fire Department (EMFD) Chief), and Guthrie Perry (East Montpelier road foreman), members of the East Montpelier Emergency Management Committee; Jon Boucher, Emily Goyette, Tim Lamson, and Elliott Morse, members of the now-disbanded Cemetery Commission; Zach Sullivan, PC member; Michael Duane, town meeting moderator; Florence Morse

A. CALL TO ORDER

Chair Seth Gardner called the meeting to order at 6:33 p.m.

Additions to the agenda

None.

Review of Minutes

Motion: I move to approve the March 4, 2019 minutes as amended. Made: Mr. Troia. Second: Ms. Swasey. 5-0

Public comment

None

B. EAST MONTPELIER HAZARD MITIGATION PLAN DEVELOPMENT

Mr. DeLaBruere of the CVRPC provided an update on the hazard mitigation plan update process, gave a synopsis of our hazard mitigation survey results, and lead a discussion on the assessment of and prioritization of hazards affecting East Montpelier. He explained that in the time since the town's last hazard mitigation plan was created specific requirements from the Federal Emergency Management Agency (FEMA) haven't necessarily changed significantly, but they're looking for more information in revised plans.

As discussed previously, a survey about hazards and emergency planning was opened to townspeople on town forum day (March 2, 2019) and closed earlier today (March 18, 2019). There were 63 respondents; Mr. DeLaBruere passed out tabulations of the answers to the Selectboard (SB).

The next SB meeting Mr. DeLaBruere will attend will be April 22, to "solidify" identification of the top five hazards in town.

The SB was shown a draft hazard mitigation map and asked for input. EMFD Chief Ty Rolland requested that the map show the dam inundation area from Marshfield dam and dry hydrants, noting that there are no pressurized hydrants in town. There was discussion of including the town's culvert and bridge inventory.

The SB reviewed desired mitigation actions listed in the 2013 plan and noted progress made on them.

The hazard mitigation plan will be on the agenda again at the April 1 SB meeting. To be considered: 1) What mitigation strategies do we hope to accomplish in next 5 years, and timetable for doing so; and, 2) Vulnerability assessment on top five hazards.

C. CONSIDERATION OF APPOINTMENT TO PLANNING COMMISSION

Chair Julie Potter reported the PC evaluated candidates to fill the vacancy created by Ray Stout's recent

resignation and recommended Siu Tip Lam with a 6-0 vote. She said she also asked candidates Betsy Bishop and Clarice Cutler to be on the Zoning Regulation Steering Committee.

Motion: I move to appoint Siu Tip Lam to fill Ray Stout's position on the Planning Commission (ending at town meeting 2020), per the Planning Commission recommendation. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

D. 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.

Members of the now-disbanded Cemetery Commission Jon Boucher, Emily Goyette, Tim Lamson, and Elliott Morse are interested in serving on a cemetery committee. They said Mark Lane is also interested.

Motion: I move to create a five-member cemetery committee. Made: Ms. Swasey. Second: Mr. Etnier. 5-0.

Motion: I move to appoint Jon Boucher, Emily Goyette, Tim Lamson, Mark Lane, and Elliott Morse to the committee. Made: Ms. Swasey. Second: Mr. Etnier. 5-0.

Elliott Morse has been serving as sexton, and committee members spoke favorably of his work in that capacity.

Motion: I move to appoint Elliott Morse as sexton. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

Mr. Boucher reported Pat Healy of Green Mountain Cemetery has agreed to do the physical burials. The sexton would mark the grave, and Mr. Healy would dig the grave and bill the family directly.

In response to a question about the road crew using its equipment to dig graves, road foreman Guthrie Perry said their equipment is too big for the job.

There is a May 24 burial scheduled for Doty Cemetery. The SB approved engaging Pat Healy for it.

For cremation graves, Mr. Morse said he can manage the digging by hand. He will be paid through payroll. He has been receiving \$250 for the service, which he said was hard to square with a wage of \$18 per hour. Mr. Boucher proposed a stipend or flat rate for service performed.

Mr. Etnier will work with the cemetery committee to draft job descriptions, remuneration, and policies and procedures for the SB to consider at its April 1 meeting.

Mr. Morse reported he made it possible for a Boy Scout to become an Eagle Scout by mapping the Village Cemetery. He wants to help another Scout become an Eagle Scout by mapping Cate Cemetery off Coburn Road. The SB welcomes the project.

E. DISCUSSION ON RECONFIGURATION OF REVOLVING LOAN ADVISORY COMMITTEE AND CONSIDERATION OF REVOLVING LOAN FUND POLICIES & PROCEDURES

This item is tabled until the town receives a response from the Vermont Agency of Commerce and Community Development regarding the proposed shift to a Selectboard/Advisor model.

F. 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 SB decided at its February 18 meeting to review the model Vermont League of Cities and Towns (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.

The SB decided that town-associated social media accounts would be used for one-way communication, not public discussion. In terms of the model policy, the choice is for a “government speech forum,” not a “limited public forum.”

With that decision in mind, town administrator Johnson will adapt the model policy for the SB to review.

G. CONSIDERATION OF RBTECHNOLOGIES QUOTE FOR TOWN OFFICE NETWORK INFRASTRUCTURE UPGRADE PROJECT

The town office network is in need of a complete infrastructure overhaul, a project which has been in the works for over two years. No new equipment has been purchased recently (other than necessary items to prolong the productivity of the existing setup), with the expectation that once Windows 7 became obsolete (Windows 7 Pro, the town's operating system, sunsets January 25, 2020), everything would be replaced, including the servers and work stations. The town will move to Office 365, which will enable town employees and officials to be assigned email addresses ending in @eastmontpeliervt.org.

The town's IT provider, East Montpelier company rbTechnologies, has provided a quote of \$32,421 for the new hardware/software plus installation. The target time period for installation is early-to-mid fall 2019. Upfront payment of hardware cost (\$20,086) is expected and would be on the next board warrant.

Motion: I move to accept rbTechnologies' quote of \$32,421 for new computer hardware and software plus installation and to authorize the town administrator to complete the agreement. Made: Mr. Troia. Second: Ms. Swasey. 5-0.

H. 2019 SELECTBOARD ORGANIZATION

No changes were made to the organization.

Vice-chair Gene Troia chaired the meeting for the portion choosing the new chair.

Motion: I move to elect Seth Gardner as chair. Made: Mr. Etnier. Second: Ms. Swasey. 4-0-1 (Mr. Gardner abstaining.)

Mr. Gardner returned to chairing the meeting.

Motion: I move to elect Gene Troia as vice-chair. Made: Ms. Swasey. Second: Ms. Willis. 4-0-1 (Mr. Troia abstaining.)

I. 2019 SELECTBOARD RULES OF TRANSACTION

The rules contain no change from last year except the town website URL now begins with https instead of simply http.

Motion: I move to approve 2019 Selectboard Rules of Transaction. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

J. 2019 TOWN MEETING REVIEW

Town meeting moderator Michael Duane observed that there was small attendance at the Saturday town forum, and pretty much everyone there also showed up at town meeting itself. He suggested perhaps eliminating town forum.

There is a statutory requirement for discussion of Australian ballot issues within 10 days of town meeting. The SB also has found questions asked at town forum can help prepare for more informed discussions at town meeting itself. One model discussed has been to hold town forum at the SB meeting the night before town meeting. The SB will consider that possibility next year, with an eye to avoid holding the town forum at a time that would conflict with the public meeting of whatever board(s) is/are proposing school budget(s) at that time.

K. CONSIDERATION OF DRAFT 2019 TOWN MEETING MINUTES

The SB was thankful to town clerk Rosie Laquerre for drafting the minutes in time for them to be reviewed at the first SB meeting after town meeting. The SB approved the minutes with small amendments.

L. APPOINTMENTS

Discussion on Concept of Youth Member for Recreation Board (RB)

With the term expiring for one member of the RB, there is an opening to appoint a youth member to the board, which would be a new model. Ms. Swasey reported she had attended the most recent RB meeting with Owen Myka-Smith, a U-32 junior who was interested in the position, and she was most impressed with his application and how he responded to questions. While the RB had not at that meeting fully committed to the idea of a youth member, RB leadership had previously written the SB to say they wished to leave this year's appointment in the SB's hands, without a recommendation from the RB. The SB decided to appoint Mr. Myka-Smith to a one-year term for now and continue discussions with the RB about the future status of a youth member.

The SB reviewed the list of proposed 2019 appointments, most of which are re-appointments.

Motion: I move to approve the proposed 2019 appointments, as amended. Made: Mr. Troia. Second: Ms. Swasey. 5-0. (See attachment)

The appointments do not include an alternate to CVFiber. There is also a vacancy on the Development Review Board. The SB will issue a request for candidates for the positions.

M. WARRANTS

Signed.

N. OTHER BUSINESS

Blake/Allard Tax Sale Update

The March 7 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 is expected 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 22 board meeting.

Special School Meeting Australian Ballot Update

The vote is set for April 9, 7 a.m. to 7 pm. in the East Montpelier Elementary School (EMES) library. The U-32 ballot (3 items including budget) result will be a merged vote by tabulator at the Washington Central Supervisory Union office; the East Montpelier ballot (budget only) will be hand counted by the town's Board of Civil Authority after the vote.

Meeting Schedule Conflict

The SB moved the April 1 meeting to April 8; the 8th is now the date of the postponed Washington Central Unified Union School District (WCUUSD) organizational meeting. The SB will return its first April meeting to April 1, as the date 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
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
April 9, 2019	7 am to 7 pm	EMES 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 (in lieu of a meeting April 15)

Zoning Administrator Report

The town is still holding steady at 9 applications so far in 2019, with no new applications since the March 4 SB meeting. The next Development Review Board meeting will be held April 9, 2019.

O. ADJOURNMENT

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

The meeting adjourned at 9:44 pm.

Proposed 2019 East Montpelier Appointments

(listed with proposed appointees and term end dates if appointed)

Four Corners Schoolhouse Association Representative

- Carolyn Shapiro, current representative Term End: 03/2020

Animal Control Officer

- Sandy Conti, current officer Term End: 03/2020

Assistant Animal Control Officer

- Elliott Morse, current officer Term End: 03/2020

Conservation Fund Advisory Committee

- Bruce Howlett, current member Term End: 03/2022
- Art Chickering, current member Term End: 03/2022

Emergency Management Co-Coordination

- Bill George, current co-coordinator Term End: 03/2020
- Toby Talbot, current co-coordinator Term End: 03/2020

Development Review Board

- Jeff Cueto, current member Term End: 03/2022
- Norman Hill, current member Term End: 03/2022

Town Tree Warden

- Paul Cate, current warden Term End: 03/2020

Central VT Regional Planning Commission

Lead Representative:

- Julie Potter, current representative Term End: 03/2020

Alternate:

- Jack Pauly, current alternate Term End: 03/2020

Transportation Advisory Committee

- Frank Pratt, current representative Term End: 03/2020

State Police Community Advisory Board

- Carol Welch, current representative Term End: 04/2020
- Don Welch, current representative Term End: 04/2020

Recreation Board

- Owen Myka-Smith, youth member Term End: 03/2020

Capital Improvement Committee

- Gene Troia, current member Term End: 03/2020
- Don Welch, current member Term End: 03/2020
- Casey Northrup, current member Term End: 03/2020
- Kim Watson, current member Term End: 03/2020
- Ed Deegan, current member Term End: 03/2020

Central VT Solid Waste Management District

- Gabrielle Malina, current representative Term End: 03/2020

CVFiber [Central VT Internet Communications Union District]

- Lead Representative
 - Tom Fisher, current alternate Term End: 04/30/20

Town Service Officer [if SB determines position still of value]

- Rachael Grossman, current officer Term End: 03/2020