

East Montpelier Selectboard Meeting APPROVED (04/22/19) MINUTES
April 1, 2019 at the Town Office

Selectboard (SB) members present: Carl Etnier (recording secretary), Kim Swasey (arrived 6:48, during item B), Gene Troia, Amy Willis; Bruce Johnson (town and zoning administrator).

Others present: Janice Aldrich, Kate Bean, Michael Blanchard, Jason DeForge, Bob Fitch, Alex Rob, Paul Winters, Jack Zeilenga (Recreation Board); Eric Blaisdell (*Times Argus*); Julie Potter (Planning Commission); Mark Lane, Elliott Morse (Cemetery Committee); Florence Morse; Guthrie Perry (Road Foreman).

A. CALL TO ORDER

Vice-chair Gene Troia called the meeting to order at 6:31 p.m.

Additions to the agenda

Update on Village Sidewalk Project

Consideration of NEMRC Annual Disaster Recovery Contract

Review of Minutes

Motion: I move to approve the March 18, 2019 minutes as presented. Made: Mr. Etnier. Second: Ms. Willis. 3-0

Public comment

None

B. CONVERSATION WITH RECREATION BOARD REGARDING YOUTH BOARD MEMBERSHIP

The Recreation Board wanted to understand the SB's thinking in appointing a "youth member" to the board, and in doing so without a recommendation from the Rec Board. The SB pointed to a letter from the chair and vice-chair of the Rec Board requesting the SB make an appointment without a Rec Board recommendation and noted that the appointment did not specify the rights and responsibilities of the position of youth member. The SB encouraged the Rec Board to suggest terms for youth member participation. The SB indicated a preference for returning to the practice of making appointments after receiving a recommendation from the Rec Board.

C. UPDATE ON VILLAGE SIDEWALK PROJECT

The right-of-way clearance has been issued, and the project bid documents are under VTrans review. The earliest bid release would be in early June. Since it will then be late in the year for contractors' planning, bids are likely to be higher at that time than they would be early 2020. Waiting until 2020 would also allow the town to apply for more grant money for the project.

Coordination of the sidewalk project with the originally anticipated 2019 VTrans road work along the same stretch of U.S. Route 2 is no longer a significant consideration, because of the decreased scope of the project and the increased number of projects targeted for the area. In addition to the final elements of the EM Village Bridge & intersection project, a large cross-culvert will be replaced this summer and a still-to-be-determined petroleum spill remediation project near Dudley's Store will likely occur over the next two years. There will also be some Crystal Springs waterline relocation work along the east side of the US Rte. 2/VT Rte. 14 corridor. The sidewalk project, which will have limited effect on either the existing roadway or the traffic flow within the corridor now that VTrans is handling the culvert project, has few elements in common with the other projects and the planned phased repaving of the bridge/intersection project to encompass the culvert replacement is no longer a town concern.

Waiting until 2020 has the potential to save the town \$100,000 on the project. The SB opted to wait and pursue more grant funding for construction in calendar year 2020, with the expectation that the money would be expended in FY2020.

D. CONSIDERATION ON NEMRC ANNUAL DISASTER RECOVERY CONTRACT

This is the annual renewal of the main off-site back-up program for our NEMRC modules. The cost last year was \$692.12; this year it is \$712.88, reflecting the standard NEMRC 3% increase.

Motion: I move to accept the NEMRC annual disaster recovery contract. Made: Mr. Etnier. Second: Ms. Swasey. 4-0.

E. ORGANIZATION OF CEMETERY COMMITTEE

The SB considered draft job descriptions for sexton (a position the SB appointed Elliott Morse to in its March 18, 2019 meeting) and cemetery crew. An assistant sexton would have all the responsibilities which the sexton chooses to delegate. The drafts included two positions for crew, with identical job descriptions and a higher (\$17/hour) wage for a crew member with over two years of experience.

Mr. Johnson reported chair Seth Gardner had no objection to the proposed job descriptions and wages, except that he didn't want to see a separate position for the less experienced crew member.

The two cemetery committee members in attendance, Mark Lane and Mr. Morse, agreed with the proposed job descriptions and wages.

The SB decided to approve what everyone seemed to agree on and to discuss the rest with Mr. Gardner upon his return to town.

Motion: I move to approve the job descriptions for sexton and crew. Made: Ms. Swasey. Second: Mr. Etnier. 4-0.

Motion: I move to approve compensation of \$20/hour for sexton and assistant sexton and \$17/hour for cemetery crew. Made: Ms. Swasey. Second: Ms. Willis. 4-0.

The Cemetery Committee and SB will review proposed governing documents for discussion at the April 22, 2019 SB meeting.

After the compensation rates were approved, Mr. Morse said he had previously received a flat fee of \$250 for work associated with cremations and would like to continue that method of compensation, too. While there was some discussion of the merits of mixing a stipend and a wage for the same position, no action was taken.

F. HAZARD MITIGATION PLAN DEVELOPMENT

The SB worked with Planning Commission chair Julie Potter to evaluate the probability of and potential damage from various types of hazards in town, in preparation for a discussion with members of the Emergency Management Committee and Jonathan DeLaBruere of Central Vermont Regional Planning Commission (CVRPC) at the SB's April 22, 2019 meeting.

G. DISCUSSION OF POTENTIAL UPGRADES TO CARLETON BOULEVARD

Road Foreman Guthrie Perry reported a surprisingly high vehicle count on Carleton Boulevard, which leads to Sandy Pines Mobile Home Park. He said the 0.2-mile road is chronically in poor condition—a resident commented recently that a Mini Cooper could disappear in the mud puddle near the credit union entrance. The crew has added \$10,000 worth of gravel so far this season to that area, with no discernible effect.

Mr. Perry recommended paving the road, along with the adjoining Pauls Square, to increase its quality for the large amount of traffic and to make maintenance easier. The town has received a quote of \$83,000 for paving. Before paving, there are a number of drainage and base issues that need to be resolved. He estimated a total cost of \$120,000 for the project, with potential for a 10-year payback through savings in maintenance. The paving cost would be drawn from the capital improvement budget, while much of the other costs would come from the road crew's regular budget.

Motion: I move to authorize the paving of Carleton Boulevard and Paul Square. Made: Ms. Swasey. Second: Mr. Etnier. 4-0.

H. CONSIDERATION OF VLCT PACIF EQUIPMENT GRANT APPLICATION

Applications for the VLCT (Vermont League of Cities and Towns) 50/50 equipment grant program are due before the end of April. Road Foreman Guthrie Perry would like a trench box, to allow greater safety and faster work when placing new culverts or doing other work involving trenches. It would also allow the town road crew to do some work itself that otherwise would be contracted out. He presented a draft application, though he wanted to amend it to include longer spreader bars to allow wider trenches; as a result, the exact amount to be applied for and received was not known. However, the total cost would be under \$10,000.

Motion: I move to authorize the Town Administrator and Road Foreman to sign the application for the VLCT PACIF equipment grant, with the town match of \$5,000 or less. Made: Ms. Swasey. Second: Mr. Etnier. 4-0.

I. CONSIDERATION OF VTRANS STRUCTURES AND PAVING GRANT PROGRAM APPLICATIONS

19 VSA §309d requires consideration of "Complete Streets" principles for all projects involving paved highways. The National Complete Streets Coalition defines complete streets as "streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities."

If the project does not incorporate Complete Streets principles, a written determination needs to be made that circumstances exist warranting such a decision.

The town is applying for two VTrans grants:

- 1) A structures grant to replace the cross-culvert just south of Morse Farm on County Road. The brook flows into the Winooski near the base of Gallison Hill Road in Montpelier (it is the same brook involved in the Murray Road culvert replacement last year). The project has been estimated to cost \$123,200.
- 2) A paving grant for the first 1.83 miles of County Road (Montpelier line to Powder Horn Glen Road). As this stretch includes the culvert discussed above, the intent would be to do both projects within the same timeframe. The Pike project estimate is \$379,447.50.

Required Complete Streets Determinations

Motion: For the County Road culvert structure grant application, the Selectboard finds that incorporating complete streets principles is outside the scope of the project because of its very nature (19 VSA §309d(3)). Made: Mr. Etnier. Second: Ms. Swasey. 4-0

Motion: For the County Road paving grant application, the Selectboard finds that it has considered Complete Streets for this area and the cost of incorporating complete streets principles is disproportionate to probable use, due to natural resource constraints imposed by long stretches of ledge near the road (19 VSA §309d(2)). Made: Mr. Etnier. Second: Ms. Swasey 4-0

Approval of Grant Submissions

Motion: I move to submit to the Agency of Transportation a Municipal Highway Grant Application for a culvert on County Road, for \$123,200. Made: Mr. Etnier. Second: Ms. Swasey. 4-0

Motion: I move to submit to the Agency of Transportation a Municipal Highway Grant Application for paving on County Road, in the amount of \$379,447.50. Made: Ms. Willis Second: Ms. Swasey. 4-0

J. CONSIDERATION OF ANNUAL HIGHWAY FINANCIAL PLAN

This is a standard form, filed annually. The board needs to approve plan and certify to the state that the town

budgets town funding of at least \$300 per mile. Conservatively calculated, we town-fund at around \$8,000/mile.

**Motion: I move to adopt the FY2020 Annual Financial Plan for Town Highways. Made: Mr. Etnier.
Second: Ms. Swasey. 4-0**

K. CONSIDERATION OF ANNUAL CERTIFICATION OF COMPLIANCE FOR TOWN ROAD & BRIDGE STANDARDS AND NETWORK INVENTORY

This is another standard form, filed annually. In it, the board certifies that we comply with the minimum road and bridge standards, which we continue to do under the standards adopted in 2013, and have a reasonably current road network inventory.

Motion: I move to adopt the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Made: Mr. Etnier. Second: Ms. Willis. 4-0.

L. CONSIDERATION OF NEW ONLINE PAYMENT PROVIDER AGREEMENT

At the March 4 SB meeting, Treasurer Don Welch presented the concept of shifting away from our current online/credit card processor, Noble, to the Vermont Information Consortium (VIC), which is part of NIC Services, a national payment processor. VIC handles payments for a number of Vermont communities, including Middlesex and Stowe. The new processing fees would be 3% for credit cards (all types, including American Express) and \$1.50 for an eCheck, rather than the current variable fee structure. This would make it easier to understand the user's cost for paying the town with a card.

The SB reviewed the agreement; target date for the shift would be June/July 2018 (i.e., after the May 15 tax payment due date)

Motion: I move to authorize the town treasurer to sign the Master Subscription Agreement with NICS for payment processing services. Made: Mr. Etnier. Second: Ms. Swasey. 4-0.

M. UPDATE ON SMITH LAWSUIT AGAINST TOWN

The lawsuit was from residents requesting emergency ambulance services from the City of Montpelier rather than East Montpelier Fire Department. Previously, the portion of the suit against Montpelier was dismissed by the judge. Now, the portion against the town and town administrator Johnson has been dismissed.

N. APPOINTMENTS

There were two positions available and one townsperson interested in each of them.

Motion: I move to appoint Tom McMurdo as alternative representative to the board of CVFiber. Made: Ms. Swasey. Second: Ms. Willis. 4-0.

Motion: I move to appoint Steve Justis to the Development Review Board (DRB). Made: Mr. Etnier. Second: Ms. Swasey. 4-0.

O. WARRANTS

Signed.

P. OTHER BUSINESS

Special School Meeting Australian Ballot Update

The vote on the FY2020 budgets for East Montpelier Elementary School (EMES) and U-32 is set for April 9, 7 am to 7 pm in EMES library. The U-32 ballot result will be a merged vote by tabulator at the WCSU office. The EMES ballot will be hand counted at EMES by the Board of Civil Authority after polls close.

TA Johnson Vacation Schedule

Mr. Johnson is on vacation April 13-21, 2019, though he will be available at the normal town email address.

Meeting Schedule

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| ○ | 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

There have been two new applications since the March 18 SB meeting; 11 applications so far in 2019. The next DRB meeting will be held April 9, 2019, with two warned 2-lot subdivision hearings.

Q. ADJOURNMENT

Motion: I move to adjourn. Made: Ms. Willis. Second: Ms. Swasey. 4-0.

The meeting adjourned at 9:44 pm.