

Selectboard Memo
June 17, 2019 SB Meeting

Additions (or otherwise) to Agenda:

- **Graham Streeter to present Cate Cemetery map (his Eagle Scout project)**
- **Consideration of Class 2 Liquor License for Twin Valley Seniors, Inc.**
- **Discussion on Draft Fraud Policy**
- **Consideration of Transfer of Funds From General Fund to Capital Reserve Fund**
 - The town now places the expected contribution to the Capital Reserve Fund directly into the general fund budget presented to and approved by voters at town meeting; as a part of the general fund, the use of the line item for the Capital Reserve Fund is discretionary; the Selectboard needs to formally authorize the remainder of the line item to be transferred to the Capital Reserve Fund; a motion should reflect the amount to be moved -- \$431,484
- **Board Signing of Revolving Loan Fund Policies and Procedures**

Town Clerk Items: Rosie Laquerre, Town Clerk

- **Annual Reporting on Records Management and Records Retention**
- **Discussion on Vital Records Law (Act 46 of 2017)**
- **Discussion on Land Records Fee Structure and Reserve Fund**

Consideration of Warrant to Impound Unlicensed Dogs

- See warrant; standard statutory language; requires all SB member signatures

Conversation with Town Health Officer Ginny Burley

- Ms. Burley will be here to discuss the role of the THO and provide a status update

Town Treasurer Items: Don Welch, Town Treasurer

- **Near End of Fiscal Year Budget Status Report**
- **Discussion on Options for Certificates of Deposit**
- **End of Fiscal Year Fund Balance Policy Determinations**
 - **Leave Payoff Responsibilities**
 - This is an audit “requirement” – essentially a fund to pay for allowable leave reimbursements at the time of employee termination; the fund sits at \$35,000 now; continuing to annually add \$5,000 would be prudent
 - **Available Fund Balance Use**
 - Another item is recommended for restriction from the current fund balance (not the current budget): the FY2020 budget contains a fund balance allocation of \$100,000; formally setting this usage allows us to prepare for the upcoming tax rate determinations and enables the amount to be carried as a set line item in our financial modules

Consideration of Amendment to Grounds Care Contract

- When the 2017-2019 lawn maintenance contract with Creative Visions LLC (Tim Frazier) was developed, a clause in the contract provided an opportunity to add to the value if the need for mowing the park ‘n ride became a reality; it has, so the proposed amendment contemplates an increase of \$30/mowing, which under the contract terms equals \$120/month
- If board is comfortable, it should authorize TA Johnson to complete the contract amendment

Delinquent Tax Collector Report

- Total delinquency for all years is at \$167,316, compared to 2018’s \$173,200; down from \$243,280 on May 15th (\$229,590 in 2018)
- Board should decide if it is ready to move forward with targeted tax sale proceedings

Appointments: Annual Charter-based Appointments

- **Town Clerk & Assistant Town Clerk**
- **Town Treasurer & Assistant Town Treasurer**
- **Zoning Administrator & Acting Zoning Administrator**
- **Collector of Delinquent Taxes & Collector of Current Taxes**
- **Road Commissioners**

Consideration of Employee Pay Rates for FY2020: Potential Executive Session

- See proposed pay chart; if executive session is desired, it should be under 1 V.S.A. § 313(a)(3)

Planning, Zoning & Grant Related Items

- **Consideration of Dry Hydrant Application to DRB**

- EMFD would like to move forward with the dry hydrant on the unclaimed Codling Road lot at the SW corner of the Codling/US Rte. 2 intersection; the town is pursuing control of the lot; the parcel is fully within the flood zone, necessitating approval by the DRB for any fill; an application (19-031) has been submitted for a July 2nd hearing; if comfortable, the board should authorize the application
- **Consideration of Grant Amendment Application for EM Village Sidewalk Project**
 - The current construction estimate for the sidewalk project is \$511,000, nearly \$100,000 more than the estimate we used last year when applying for the \$200,000 amendment we were granted; VTrans' Ande DeForge, our project manager, recommends a \$150,000 request, coupled with a construction bid target of early January 2020 for late spring/early summer 2020 construction; if board agrees, it should authorize Chair Gardner to sign letter of support and authorize TA Johnson to submit grant application
- **Consideration of VTrans County Road Culvert Grant Agreement**
 - VTrans has awarded the town the requested \$124,200 structures grant for replacing the damaged and undersized Morse Farm County Road culvert; if comfortable, board should authorize TA Johnson to complete agreement
- **Consideration of Notice of Intent to Participate in the FY2020 Municipal Roads Grants-in-Aid Program**
 - This is the third year of the program; last year's grant paid for an erosion control/drainage improvement project on Towne Hill Road; East Montpelier is eligible for \$10,400 in funding (plus a 20% town match, so total value of \$13,300) to implement best management practices on hydrologically connected segments of municipal roads
 - To participate, the board must submit a letter of intent by July 3, 2019; the letter must be signed by all board members
- **Continuation of Discussion on Chapter One of Draft Zoning Regulations**
 - Continuation from the June 3rd meeting of the board's review of Chapter One, the general information section dealing with legal niceties, exemptions, limitations, and the handling of special situations

Discussion on Topics for July Joint Meeting with Calais Board

- The Selectboard will be hosting a joint meeting with the Calais board on July 22nd at 6:00 p.m.; the general topic of the joint meeting is preparation for the August 9th meeting with the East Montpelier Fire Department; the focus remains on how to manage ambulance service staffing costs, with a broader concern being the best paths forward for the two towns, either jointly or individually, to provide emergency services to their communities

Access Permits

- **19-024 & 025; Cummings Farm LLC**
 - The Kaplan/Buni family is considering a subdivision of their 6.75-acre lot across Cummings Road from their 145 Cummings Road home; Road Foreman Perry recommends approval of both; 19-025 should be conditioned on clearing the sight line to the south (toward County)

Town Administrator Report

- Neighbor Concern with Use of Dodge Road Trailhead area
 - An abutting neighbor has raised concerns with the EM Trails Association
- Update on Health Insurance Options for FY2020
 - Associations plans are no longer allowed, so the town will need to return to the standard Blue Cross/MVP Exchange plans for FY2020; VLCT is ready to help guide the process
- Barnes Road Speed Concern:
 - Potential neighborhood petition effort to decrease speed limit to 25 mph
- New Keyless Lock on Back Door of Town Office Building
- Meeting Schedule:
 - June 25, 2019 7am – 7pm WCUUSD budget/articles amendments vote at EMES
 - July 1, 2019 6:30 p.m. Selectboard regular meeting
 - July 22, 2019 6:00 p.m. Selectboard special joint meeting w/ Calais board

Zoning Administrator Report

- 4 new applications since June 3rd SB meeting; 33 applications so far in 2019
- Next DRB meeting will be held July 2, 2019; hearings include the continuation of the Leonard/Walrafen PRD proposal at 170 Cherry Tree Hill Road, two houses on one lot at 670 Cherry Tree Hill Road, and consideration of the EMFD dry hydrant project