

**East Montpelier Selectboard Meeting APPROVED (06/17/19) MINUTES  
June 3, 2019 at the Town Office**

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

**Others present:** Renée Carpenter, Gabrielle Malina, Becca Schrader (revolving loan fund committee); Julie Potter, Jean Vissering (planning commission).

**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 May 20, 2019 minutes as presented. Made: Mr. Troia. Second: Ms. Willis. 4-0**

*Public comment*

None

**B. DISCUSSION ON RECONFIGURATION OF REVOLVING LOAN ADVISORY COMMITTEE AND CONSIDERATION OF REVOLVING LOAN FUND POLICIES AND PROCEDURES**

Committee Chair Gabrielle Malina presented and explained a memo detailing suggestions for moving forward with use of the Sandy Pines Mobile Home Park block grant repayment funds (the revolving loan fund). The recommendation is to disband the committee and create a new revolving loan advisory committee made up of the selectboard with, perhaps, an advisor. A Revolving Loan Fund Policies and Procedures revised draft reflects the possible shift in committee form and function.

The use of the available funds for the development of a lot as the proposed location of a Central Vermont Habitat for Humanity duplex build project in East Montpelier Village is now a real option based on communications with the state (Ann Kroll and Cassie Bell at the Agency of Commerce and Community Development).

Ms. Malina noted that though the committee was reconstituted in 2012 to keep revolving loan funds at work in East Montpelier rather than going back to the state, after many years, the committee had not done much.

**Motion: I move to adopt the Revolving Loan Fund Policies and Procedures, dated March 15, 2019. Made: Mr. Troia. Second: Ms. Willis. 4-0.**

**Motion: I move to appoint Rebecca Schrader as the advisor to the selectboard on the revolving loan fund. Made: Mr. Troia. Second: Mr. Etnier. 4-0.**

**C. CONVERSATION WITH PLANNING COMMISSION ON ZONING UPDATE**

Planning commission (PC) chair Julie Potter informed the board of the upcoming series of PC open houses on the proposed zoning districts. The focus was on the June 6 topic – the four village and neighborhood residential districts. The open houses will be opportunities for people to come and go as they like, asking questions, with a presentation at the end of the evening. They are scheduled to run 7-9 pm June 6, 20, and 27.

**D. DISCUSSION ON CHAPTER ONE OF DRAFT ZONING REGULATIONS**

The SB is devoting time each meeting to discussing the draft zoning regulations produced by the PC. Chapter one was the assigned reading this week. Board members raised questions and comments about the proposal. The SB will finish discussing chapter one at its next meeting.

## **E. EAST MONTPELIER HAZARD MITIGATION PLAN DEVELOPMENT**

At its May 20 meeting, Mr. Johnson offered to review measures listed in the 2010 Winooski River Corridor Plan and nominate priorities for the hazard mitigation plan. Tonight, Mr. Johnson reported he hadn't found anything in the river corridor plan that seemed relevant to include in the hazard mitigation plan. After reviewing the river corridor plan measures, the SB agreed.

## **F. CONSIDERATION OF GRANT AGREEMENTS**

VTrans has awarded the town the requested \$175,000 paving program grant for repaving the first 1.83 miles of County Road (Montpelier line to Powder Horn Glen); the town has three construction seasons to use the funds. The town contribution is \$200,000.

**Motion: I move to authorize the town administrator to complete the standard grant agreement with VTrans for paving the first 1.83 miles of County Road. Made: Mr. Etnier. Second: Mr. Troia. 4-0.**

## **G. DISCUSSION ON TOPICS FOR JULY JOINT MEETING WITH CALAIS BOARD**

The Selectboard will be hosting a joint meeting with the Calais board on July 22 at 6:00 p.m. The general topic of the joint meeting is preparation for the August 9 meeting with the East Montpelier Fire Department (EMFD), focusing 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.

## **H. APPOINTMENTS**

### *Funding Request Study Committee*

Ann Stanton has declined reappointment; Darci Coleman-Graves has volunteered to take her seat. The remaining six members request reappointment.

### *Rural Road Vegetation Assessments Project Advisory Committee*

Ken Feld has stepped down; the committee recommends adding Jennifer Boyer and Steve Justis to the group.

### *Constable and Animal Control Officer (ACO) Positions*

With Elliott Morse resigning as second ACO, we now have no constable or ACO. Ads are out; there has been some response.

**Motion: I move to appoint Darci Coleman-Graves, Paul Erlbaum, Lindy Johnson, Sue Racanelli, Sandal Cate, Kate Rader, and Jeanne Malachowski to the funding request study committee, and Steve Justis and Jennifer Boyer to the rural road vegetation assessments project advisory committee. Made: Mr. Etnier. Second: Mr. Troia. 4-0.**

## **I. ACCESS PERMITS**

### *19-023; Leonard/Walrafen, 170 Cherry Tree Hill Road*

**Motion: I move to approve access permit 19-023. Made: Mr. Etnier. Second: Ms. Willis. 3-0-1 (Mr. Troia abstaining).**

### *19-024 & 025; Cummings Farm LLC*

Review postponed until June 17, 2019 SB meeting

## **J. WARRANTS**

Signed.

## **K. OTHER BUSINESS**

### *Highway Department Schedule Request*

Road Foreman Perry and crew would like to move to "summer hours" (10-hour days; Monday – Thursday) starting the week of June 17 through August, perhaps longer if it works well. In the past, East Montpelier did this

from May to October, and many neighboring towns still do so. The SB is fine with the change.

#### *Grants Update*

June 7 VTrans grant monitoring visit: This is a program compliance audit for the nine active VTrans grants, including the park and ride and sidewalk projects.

The town has received the requested 2019 grant for a trench box from VLCT PACIF (Vermont League of Cities and Towns' Property and Casualty Intermunicipal Fund).

Town has received notice of approval (pending environmental review) for the requested FY2020 Better Roads Program Grant for Horn of the Moon Road erosion work and FY2020 VTrans Structures Program Grant for County Road culvert replacement.

#### *EMFD Dry Hydrant at Codling Road*

EMFD received a dry hydrant program grant to install a dry hydrant in the Winooski just south of the Codling Road/US Rte. 2 intersection. The property in question is an unclaimed 1.4-acre parcel – seemingly a leftover from the Codling property subdivision in the 1970s/80s. The town is attempting to gain control of the parcel. The selected location is in the floodplain and may be in the VTrans US Rte. 2 right-of-way, so there could be some permitting concerns still to be dealt with. EMFD is in hopes of getting the dry hydrant installed this summer; much of the access work (not the hydrant installation) will be done by the town road crew.

#### *Meeting Schedule*

June 17, 2019	6:30 p.m.	Selectboard regular meeting
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

#### **R. ADJOURNMENT**

**Motion: I move to adjourn. Made: Ms. Willis. Second: Mr. Troia. 4-0.**

The meeting adjourned at 9:27 pm.