

## **Minutes of the East Montpelier Selectboard**

### **July 1, 2019 Selectboard Meeting**

**SB Attendance:** Chair Seth Gardner, Amy Willis, and Kim Swasey; Town Administrator Bruce Johnson

**Public Attendance:** Bonnie Waninger and Jonathan DeLaBruere, CVRPC; Julie Potter, EM Planning Commission; Carolyn Shapiro, Four Corners Schoolhouse Association; Jon Boucher

Chair Gardner called the meeting to order at 6:40 p.m.

#### **Additions to Agenda:**

- **Discussion on 2019 Town Road & Bridge Standards Proposed by VTrans**
- **Discussion on Road Condition Concerns Expressed by Public**

#### **Minutes:**

Chair Gardner presented the draft minutes of the June 17, 2019 board meeting.

**Motion: To approve the June 17, 2019 minutes as amended.** Made by Ms. Willis; second by Ms. Swasey. Passed unanimously.

**Public Comment: None**

#### **Consideration of Draft EM Hazard Mitigation Plan: Jonathan DeLaBruere, CVRPC**

Mr. DeLaBruere and Ms. Waninger presented the first complete draft hazard mitigation plan, including a revised East Montpelier Hazard Analysis map, to the board and members of the town's Emergency Management Committee for review and comment.

Ms. Potter, TA Johnson, and board members offered a number of revisions to the document. Some of the language reads too much like the current plan, adopted in 2013, rather than clearly reflecting the passage of time and completion of projects since the major storm damages suffered in 2011. Other concerns included the need to add commentary on the October 2017 wind storm, for which the town received FEMA assistance for emergency road repairs, and a desire to highlight the pervasiveness of tick-borne diseases.

Mr. DeLaBruere will have a revised draft ready for consideration at the July 22<sup>nd</sup> board meeting.

#### **Conversation with Planning Commission on Zoning Update: Julie Potter, PC Chair**

This is the latest segment of an ongoing effort by Ms. Potter to ensure that the Selectboard is fully informed regarding the PC's zoning regulations rewrite project. The focus of this discussion was the well-attended June 20<sup>th</sup> open house that dealt with the proposed rural residential zones.

Ms. Potter will cover the June 27<sup>th</sup> open house (dealing with business districts) and some SB concerns dealing with the scope of the PC's project at the Selectboard's July 22<sup>nd</sup> meeting.

### **Conversation with Carolyn Shapiro, Town Representative on the Four Corners Schoolhouse Association Board**

Ms. Shapiro provided an update on the activities at the Four Corners Schoolhouse. She highlighted the fact that over 1,000 people utilized the facility over the past year in a myriad of ways: exercise classes, concert events, musical gatherings, parties, committee meetings, school events, and more. Incremental improvements have been made to the property to keep it looking good and functioning effectively. The town notice board, now in its second year of operation, has proven to be an effective way to get information disseminated to residents. The board thanked Ms. Shapiro for her service to the community.

### **Appointment of Town Constable: Conversation with Jon Boucher**

Elected Town Constable Sandy Conti stepped down on May 20, 2019 after over a decade of service to the community. The board advertised the vacancy and Jon Boucher, a former police officer as well as a current member of both EMFD and the town's cemetery committee, volunteered to fill the post through 2020 Town Meeting.

**Motion: To appoint Jon Boucher as the East Montpelier First Constable for the remainder of Sandy Conti's term, to 2020 Town Meeting.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

### **Consideration of Fraud Prevention Policy**

The town's external auditors have been recommending the adoption of a fraud prevention policy for a number of years. Using a VT League of Cities & Towns template, the board and Treasurer Welch developed a relatively simple policy providing clear paths for employees and others to report concerns regarding financial mismanagement.

**Motion: To adopt the East Montpelier Fraud Prevention Policy as presented.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.

### **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<sup>nd</sup> at 7:00 p.m. (the board meeting starts at 6:00 p.m.; the joint meeting starts at 7:00 p.m.). The general topic of the joint meeting is preparation for the August 9<sup>th</sup> 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.

### **Discussion on Town Office Potential Upgrades**

Due to Mr. Troia's absence, this topic will be rescheduled.

**Discussion on 2019 Town Road & Bridge Standards Proposed by VTrans**

VTrans recently released the new standards, developed with the assistance of the Agency of Natural Resources, to replace the current 2013 template. The intent is to update the standards to meet the requirements of the new municipal roads general permit expectations that are mandated for all hydrologically-connected road segments (in East Montpelier and throughout the state). VTrans is requesting that towns adopt the standards by the end of July. Board members and Road Foreman Perry will review the standards over the next three weeks and be ready for a productive discussion on adoption of the standards at the July 22, 2019 Selectboard meeting.

**Discussion on Road Condition Concerns Expressed by Public**

Ms. Swasey presented a series of concerns brought to her regarding the condition of the center section of Brazier Road. The road is already narrow in that area and erosion fueled by recent storms have made it even more challenging for two-way traffic. This is a known issue and the cost to permanently improve the situation is prohibitive. Road Foreman Perry will be informed of the concerns and asked to stay on top of the problem to the extent possible.

**Appointments: 2<sup>nd</sup> Animal Control Officer**

This item will be handled at a future meeting.

**Warrants**

Members signed warrant.

**Other Business****Town Administrator Report:**

- Consideration of Schedule for Selectboard Zoning Rewrite Discussions:
  - The board decided to put off any further Selectboard-driven review of the draft Planning Commission zoning update document for the time being. PC Chair Julie Potter will lead a discussion on the draft document at the July 22<sup>nd</sup> SB meeting.
- Review of GMWEA Septic & Sewage System Information Flyer:
  - The Green Mountain Water Environment Association, as part of the Lake Champlain Basin Program, has just released the first of an expected four informational documents dealing with materials typically dumped into wastewater systems. The board will consider possible ways to distribute the flyers at a later date.
- Meeting Schedule:

○ July 9, 2019	6:30 p.m.	BTA/BCA meetings
○ July 22, 2019	6:30 p.m.	Selectboard special joint meeting w/ Calais board
○ August 5, 2019	6:30 p.m.	Selectboard regular meeting
○ August 8, 2019	7:00 p.m.	EMFD budget status presentation at ESF
○ August 19, 2019	6:30 p.m.	Selectboard regular meeting

**Zoning Administrator Report:**

- 2 new zoning permit applications have been submitted since the June 17<sup>th</sup> board meeting. There have been 35 total applications so far this year.
- Next DRB meeting will be held July 2, 2019. Warned 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.

**Motion: To adjourn.** Made by Ms. Swasey; second by Ms. Willis. Passed unanimously.  
Meeting adjourned 9:45 p.m.

Respectfully submitted by Bruce Johnson, Town Administrator

**Approved: July 22, 2019 East Montpelier Selectboard meeting**