

**East Montpelier Selectboard Meeting APPROVED (08/05/19) MINUTES
July 22, 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: Julie Potter (chair, planning commission).

A. CALL TO ORDER

Chair Seth Gardner called the meeting to order at 6:34 p.m.

Additions to the agenda

Consideration of VTrans Better Roads Grant Agreement for Horn of the Moon Road Project

Review of Minutes

Motion: I move to approve the minutes of July 1, 2019 as submitted. Made: Mr. Etnier. Second: Ms. Willis. 5-0.

Public comment

B. CONSIDERATION OF DRAFT EAST MONTPELIER HAZARD MITIGATION PLAN

After months of work, the draft is considered complete and ready for approval. After SB approval of the draft, the next step is to submit it to Vermont Emergency Management for review. Once any tweaks are completed, the document then goes to FEMA for review. After that step, the plan returns to the SB for the formal adoption process, at which point it goes back to FEMA for formal approval. The whole process from SB approval of the draft to final FEMA approval took about 18 months for the previous plan, Mr. Johnson recalled.

Motion: I move to approve the draft East Montpelier Hazard Mitigation Plan. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

C. CONVERSATION WITH PLANNING COMMISSION (PC) ON ZONING UPDATE

Julie Potter, PC Chair

Ms. Potter came to continue discussion on the recent series of PC open houses on the proposed zoning districts. The focus was on the June 27th topic – the business districts. She reported that no one came to the June 27 open house.

The draft regulations contain two types of business districts, one with a minimum lot size of 2 acres and one with a minimum lot size of 3 acres. The latter is intended to be a more industrial area, where larger lots are required for the activities.

The SB discussed the advantages and disadvantages of larger minimum lot requirements. Larger minimum lot requirements meant that those businesses that need the larger lots may have fewer sellers to work with. Conversely, smaller minimum lot sizes mean businesses that need less land don't have to purchase land they don't need, while businesses that require larger lots can buy and merge smaller ones. In the end, the SB had no strong feelings one way or the other on the appropriateness of 2 versus 3 acres.

Ms. Potter pointed out that some of the commercial/industrial activity that might come to the districts would be inappropriate around homes. She also pointed to a desire to avoid strip development with 1-acre lots.

Also, the SB discussed a letter from resident Karen Saudek, in which she expressed deep concern about the impact of the proposed zoning changes on the Center, where smaller minimum lot sizes could lead to greater density.

D. CONSIDERATION OF POTENTIAL APPLICATION FOR STATE “VILLAGE CENTER” DESIGNATION FOR NORTH MONTPELIER

The village of North Montpelier is moving into a period of change, and a state village center designation would open up some financial opportunities that might otherwise not be available. Ms. Potter has been instrumental in developing this application, working with Central Vermont Regional Planning Commission (CVRPC) to refine a viable map and overall application. Richard Amore, the state handler of these applications, has walked the village and provided additional assistance in the development of the application.

Ms. Potter presented a draft application; some further details need to be worked out before it is finalized. She said there is no downside to applying for the designation; the town is not required to do anything differently with the designation but does have additional opportunities. The SB liked the idea and was ready to approve the application without reviewing the final version.

Motion: I move we approve the resolution regarding the application for village center designation for the village of North Montpelier and to authorize the town administrator to complete the application process. Made: Mr. Troia. Second: Ms. Swasey. 5-0.

E. CONSIDERATION OF 2019 EM TOWN ROAD & BRIDGE STANDARDS

VTrans has produced new municipal road and bridge standards to blend the normal Agency of Transportation (VTrans) mandates with the Agency of Natural Resources (ANR) Municipal General Roads Permit expectations, so all town roads will be held to a common set of standards. This is the first new set of standards since the 2013 version, which was adopted as is by the town.

Very little has changed in the road standards themselves; changes are mainly in the elements that tie the general permit to the standards. The new stormwater methodologies, which are mandatory for any "hydrologically connected road segment" (which constitute about half the town's road mileage), could and probably should be used on all roads. Our VTrans operational contact, Shauna Clifford, was instrumental in developing the standards and recommends adopting them for all roads; road foreman Guthrie Perry agrees. Adoption of the new standards is required for the “bonus” element of VTrans and FEMA funding.

Motion: I move to adopt the Town Road and Bridge Standards of June 5, 2019. Made: Mr. Troia. Second: Ms. Willis. 5-0.

F. CONSIDERATION OF VTRANS BETTER ROADS GRANT AGREEMENT FOR HORN OF THE MOON ROAD PROJECT

The town has seen the grant agreement, except for the signature page. The SB is comfortable with proceeding without reviewing the signature page.

Motion: I move to authorize the town administrator to complete the Better Roads Grant Agreement for Horn of the Moon Road Project. Made: Ms. Swasey. Second: Mr. Troia. 5-0.

G. CONSIDERATION OF TOWN SUBMISSION OF CURB CUT APPLICATION TO BENEFIT EMFD DRY HYDRANT INSTALLATION ON CODLING ROAD

The dry hydrant project is moving forward. The development review board (DRB) granted conditional use approval for the work in the floodplain, and the state wetlands division determined that there is no wetlands involvement. Town administrator Johnson submitted an application to the SB for a curb cut for the access drive; he is asking for after-the-fact approval of the application submission.

While SB members had previously expressed apprehension about a construction project in the floodplain, they were reassured to learn that state regulators thought there would be no adverse hydrological effects from the project, which will be required to have no net loss or gain of material. And they support having another dry hydrant in town.

Motion: I move to authorize the town administrator to submit curb cut application 19-036 to the Selectboard. Made: Ms. Swasey. Second: Ms. Willis. 5-0.

Motion: I move to approve curb cut application 19-036. Made: Mr. Etnier. Second: Ms. Willis. 5-0.

H. CONSIDERATION OF GRANT APPLICATION FOR PROPOSED RECREATION FIELD IMPROVEMENT PROJECT

The recreation board is trying once again to get funding through the Recreation Facilities Grant Program for recreation field complex improvements, including the entrance drive element already authorized by the SB. This year the recreation board is requesting \$9,111.06, matched by the \$17,000 the SB committed to the entrance drive aspect last October.

Motion: I move to approve submission of the application to the Recreation Facilities Grant Program, to authorize the selectboard chair to sign the letter, and authorize the recreation board to submit the application. Made: Ms. Swasey. Second: Mr. Troia. 5-0.

I. DISCUSSION ON EAST MONTPELIER FIRE DEPARTMENT (EMFD) TOPICS PRIOR TO AUGUST 8, 2019 JOINT MEETING

At a previous joint meeting of the Calais and East Montpelier selectboards, the two boards had discussed a potential shift in ownership interest of the village station. Upon further consideration, it appears neither board is excited about pursuing the topic, so it will be dropped.

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. The two selectboards meet August 8 with the EMFD board to discuss this and other issues.

J. CONSIDERATION OF CAI TECHNOLOGIES WEBGIS SUPPORT CONTRACT

This is the first year of the post-site construction era for the town's online map that includes lister assessment data along with the standard mapping elements. The support agreement's cost is \$2,400, the same price as paid last year as part of the total map development cost.

Motion: I move to approve the WebGIS Support Contract with CAI Technologies. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

K. REVIEW OF TREASURER'S FINANCIAL MANAGEMENT QUESTIONNAIRE

24 VSA §872 requires the SB to review the town treasurer's financial management questionnaire (a form provided by the VT State Auditor), describing the town's internal financial control mechanisms. The responses were the same as last year.

Motion: I move to authorize the chair to sign the treasurer's financial management questionnaire. Made: Mr. Etnier. Second: Mr. Troia. 5-0.

L. CERTIFICATION OF TOWN CLERK AND ASSISTANT TOWN CLERK APPOINTMENTS

The SB signed these forms certifying the June 17, 2019 appointments.

M. APPOINTMENTS

Amber Perry has volunteered for the position of assistant animal control officer. She has experience working in an animal hospital.

Motion: I move to appoint Amber Perry assistant animal control officer. Made: Mr. Troia. Second: Ms. Swasey. 5-0.

There is a vacancy on the DRB, as Alice Dworkin has resigned. The board had previously considered her mother,

Loring Starr, for a DRB appointment and considered her well qualified but wanted to avoid two family members serving on the same board. In light of this vacancy, the board agreed by unanimous consent to offer the DRB slot to Ms. Starr.

N. WARRANTS

Signed.

O. OTHER BUSINESS

Vermont League of Cities and Towns is offering to send its advocacy staff to a SB meeting. The SB asked Mr. Johnson to accept the invitation and schedule the visit.

The town has received a letter from Arlene and Chris Goodrich regarding a potential junkyard at a residence on Clark Road. Mr. Johnson asked SB members to view the house prior to a discussion at a subsequent SB meeting.

The town has received a complaint about a house on Dillon Road that may have more residential units than permitted. The SB encouraged zoning administrator Johnson to discuss the situation with the alleged violator.

State police informed the town that a traffic stop led to a finding of 68 g of crack cocaine at a Fair Road property.

Meeting Schedule

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
September 9, 2019	6:30 p.m.	Selectboard special meeting (in lieu of the Sept. 2 meeting)

Zoning Administrator Report

There have been two new applications since the July 1 SB meeting, for a total of 37 applications so far in 2019.

There will be no August DRB meeting; likely next meeting is September 3, 2019.

R. ADJOURNMENT

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

The meeting adjourned at 9:46 pm.