

Selectboard Memo
April 13, 2020 SB Meeting

Additions to Agenda:

- **WEC Annual Meeting Voting Authorization**
 - WEC Annual Meeting is May 7, 2020; the town is a corporate member of the cooperative; in order to vote at the meeting, the board needs to authorize a representative to cast the ballot; there is no competition for the WEC board slots this year; generally the board authorizes TA Johnson to complete the voting process
- **Discussion on Postponed EMFD Quarterly Budget & Service Update Presentation**
 - The regular April 9, 2020 meeting was postponed mostly to leave the EMFD personnel free for emergency needs; the issue becomes whether we push for a meeting in May/June (the next regular presentation would be August 13th) or some other form of communication

Consideration of Local Emergency Management Plan (LEMP)

- Annual requirement to adopt a LEMP; same basic framework as last year, but with updated information to reflect new people/new positions; the separate signature page includes two signature lines – one for someone that has taken the required coursework (TA Johnson is listed as signer) and one for the SB (Chair Gardner is listed as signer)

Consideration of LEMP Sharing Authorization

- CVRPC and our region's Local Emergency Planning Committee, LEPC #5, are asking towns to authorize the sharing of LEMPs with municipalities and LEPC #5 members throughout Washington County

Consideration of 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 \$712.88; this year is \$734.27, the standard NEMRC 3% increase

Consideration of Placement of Town Land Records Online

- Avenu, the company providing our digital land records platform, is set to put our records online at <https://i2d.uslandrecords.com/VT/> There are currently 10 Vermont municipalities on this site, including Burlington and Barre. There is no cost to the town: the fee for printing/downloading records is \$3.00/page, split (after credit card costs) 50/50 between the town and Avenu, so the town receives about \$1.50/page; likely timeframe for online availability is 6-8 weeks from now
- If comfortable, board should authorize TA Johnson to complete agreement

Consideration of Town Properties Lawn Mowing Contract

- Creative Visions LLC (Tim Frazier) has provided a 3-year proposal to continue lawn mowing and general maintenance of town-owned properties; the cost is \$10,200 paid in six equal payments of \$1,700/month, May – October; this is the same annual cost as the recently expired contract with the firm
- No bid process was done due to Covid-19 concerns
- If comfortable, board should authorize TA Johnson to offer contract

Discussion on Town Management in Light of Covid-19

- Continuing: office is operating with limited staff and is not open to public; some services are affected by the governor's stay safe order – no in-person activities; highway crew is operating as normal with limited public interaction and improved sanitary techniques
- Town Clerk Laquerre has been provided with remote log in capability
- See message from VLCT's Karen Horn regarding an effort to get the legislature to approve some temporary rules for school payments as well as late tax penalty and interest waivers

Personnel Matters: [Potential Executive Session]

➤ Consideration of Hiring Part-time Road Crew Member

- Road Foreman Perry is requesting to hire Dillon Mears as a part-time, on-call road crew member; Mr. Mears has a CDL with medical card
- In the summer the intent is to utilize Mr. Mears when necessary during roadside mowing windows (not to do the mowing but to replace the crew member doing it)

Warrants

- This evening's regular warrant needs to be approved as normal, which generally is shown by a quorum of board member signatures; given our current limitations, the board could approve the warrant and authorize Chair Gardner to sign to that effect
- There may be a special warrant on April 27th that would utilize the recently approved protocol for Chair Gardner to authorize on behalf of the board

Other Business:

➤ Update on US Rte. 2/Towne Hill Road Intersection Study Request to VTrans

- Ian Degutis, VTrans' traffic operations engineer, has responded to the board's recent request for an evaluation of the US Rte. 2 speed limit and other safety considerations for the Mekkelsen's RV to Codling Road section, with a focus on improving safety in and around the Towne Hill Road intersection
- VTrans will conduct a traffic engineering study of the speed limit through the slot and present a recommendation to the VT Traffic Committee for consideration at its next meeting; the town will be invited to participate
- VTrans will also conduct a safety evaluation of the intersection – a separate item outside the purview of the VT Traffic Committee

Town Administrator Report

- Update on EM Village Sidewalk Project:
 - Project continues to be on hold; Stantec, our construction inspection services provider, is working with our design engineering firm, Dubois & King, and our contractor, JP Sicard, to ensure the project is ready to roll once given the green light
- Update on Lister Deadlines:
 - The standard June 4th deadline for filing the preliminary grand list has been relaxed, with towns allowed to file up until August 15th; towns should notify PVR of its intent, with proof of Selectboard acknowledgement, before June 4th
- Meeting Schedule:
 - May 4, 2020 6:30 pm Selectboard regular meeting
 - May 18, 2020 6:30 pm Selectboard regular meeting

Zoning Administrator Report

- 1 new application since the March 30th SB meeting; 6 applications total in 2020
- There is no DRB meeting scheduled at this point