

Selectboard Memo
December 7, 2020 SB Meeting

Additions to Agenda

➤ **Update on Proposed AT&T Cell Tower Facility**

- AT&T is requesting a postponement of the December 14, 2020 informational meeting until an agreeable time in mid-January; the reason given:
 - [S]o we can use the time to chase down what appears at first glance to be a viable alternative location to provide AT&T / FirstNet service in the same area. While I [Attorney Will Dodge] can't provide all the details regarding the alternative, I can confirm that the alternative is not located within the East Montpelier town limits, nor on land adjacent to the East Montpelier municipal boundary.
- Dan Burke, the Public Service Department attorney working with us on this project, states that this is a normal occurrence; he is working with Will Dodge to gain an extension (beyond the statutory 60 days and our 30-day extension already requested) on the minimum advance notice period before AT&T can formally apply for the certificate of public good; this has been agreed to in principle

Consideration of Letter of Agreement for Partnership with VT Urban & Community Forestry Program on Development of Shade Tree Preservation Plan

- Similar to the opportunity we accepted three years ago to be a pilot town in the VT Urban & Community Forestry Program's effort to update its roadside vegetation management guidance, we have been offered the opportunity to be a test town for the development of a shade tree preservation plan, which is the new requirement to give town tree wardens authority over any road right-of-way trees
- The agreement does not envision any monetary exchange; the town simply needs to work with the UCFP on the development of a plan with the goal of bringing the plan to the Selectboard for approval; the town needs to commit to a minimum of 50 volunteer hours; the project should be assigned to the Resilient Roads Committee
- If comfortable, the board should authorize TA Johnson to complete the agreement

Consideration of EM Gully Jumpers Snowmobile Club Road Use Request

- See letter for the annual request for use of town roads to allow non-direct road crossings in certain limited circumstances; if comfortable, need motion accepting request

Special Joint Meeting with the Calais Selectboard to Discuss EMFD FY2022 Ambulance & Emergency Services Budget Request

- The two boards will consider the East Montpelier Fire Department's FY2022 budget request:

Service	Calais		East Montpelier		Total	
	FY2022 Request	% Increase over FY21	FY2022 Request	% Increase over FY21	FY2022 Request	% Increase over FY21
Fire	\$ 61,038	-5.9%	\$122,076	-5.9%	\$183,114	-5.9%
Ambulance	\$111,580	17.3%	\$223,159	17.3%	\$334,739	17.3%
Town Total	\$172,618	7.9%	\$345,235	7.9%	\$517,853	7.9%

The ambulance service budget includes other revenue items: contracted amounts from Plainfield (\$53,624, up 3% from FY2021) and Marshfield (\$43,709, up 3%) but nothing from off-the-top EMFD ambulance service revenue (down \$15,000).

Total FY2022 Ambulance Service Budget:	\$432,072 (up 9.4% from FY2021)
Total FY2022 All Services Budget:	\$615,186 (up 4.3% from FY2021)

Preliminary Discussion on 2021 Town Meeting

- **Conversation with Michael Duane, East Montpelier Town Moderator, and Susan Clark, Middlesex Town Moderator, on Town Meeting During the COVID-19 Pandemic**
- **Discussion on 2021 Town Meeting Warning**
 - No changes have been included as yet for an all-Australian Ballot concept
 - The very preliminary draft warning includes potential articles still under consideration:
 - The shift of the constable from an elected to an appointed position;
 - The inclusion of a tax payment protocol concept; and,
 - Numerous funding articles which will be discussed at the December 21st board meeting

Preliminary Discussion on FY2022 Budget Development

- This draft includes updated numbers for employees, insurances, capital reserve, EMFD and the funding request article; current version anticipates a sub-2 cent tax increase

Consideration of Transfer of Funds from General Fund to Other Town Funds as Budgeted

- Each year the board needs to authorize Treasurer Welch to move the budgeted funds targeted for the Recreation Board (\$3,500), Cemetery Committee (\$20,000) and Capital Reserve Fund (\$446,634) from the general fund to the individual fund sectors set up for the purpose
- The normal motion for this purpose is: To authorize Treasurer Welch to move the full amount of the three requested FY2021 budget lines from the general fund to the affiliated small accounts when he deems it appropriate, but prior to the close of FY2021 on June 30, 2021

Consideration of NEMRC Software Support Agreement and End-User Software License Agreement

- In late fall 2019 NEMRC notified towns that the cost of the annual support agreement, which covers the maintenance, IT support and updates for the various NEMRC modules the town utilizes, would jump to \$5,000 this year; that amount was included in the FY2021 budget and is on this meeting's warrant; also included this year are new versions (updated to this year but otherwise identical to the originals) of the software support agreement and end-use software license agreement that we currently have with NEMRC; the company is under a new audit and insurance requirement to have these agreements redone annually
- If comfortable, the board should authorize TA Johnson to complete the agreements

Consideration of Amendment Request for VTrans Mallory Brook/Center Road Culvert Replacement Study Grant

- The engineering study grant awarded in July 2017 expires December 31, 2020; our VTrans district project manager, Shauna Clifford, has already agreed to extend the time period an additional 6 months, to June 30, 2021, due to the delays in finalizing the plans caused by the COVID-19 pandemic; although the design is nearing preliminary approval by the relevant regulatory bodies, the formal permits and necessary easements still need to be procured
- If the board is comfortable, it should authorize TA Johnson to complete and submit the request

Discussion on Town Management in Light of COVID-19

- Standard statement: There have been no changes since the board's last meeting; the town office remains closed to the public, with researchers/attorneys allowed to access vault materials under the terms originally set up before all in-person actions were banned – one at a time and only by appointment from Town Clerk Laquerre; mandated protocols (masks; health survey; etc.) are in effect for such appointments

Warrants

- **November 23, 2020 Special Warrant for Review**
 - This was a between-meeting warrant for time sensitive invoices that came in right after the November 16th warrant, including the credit card bills; no board action necessary
- **December 7, 2020 Payroll & Payroll Vendor Warrants**
 - Chair Gardner, as authorized by the board as part of the annual board organizational meeting in March, reviews and authorizes the warrants for payroll and payroll vendors (tax, insurance, retirement payments); he is unavailable to do the review for this payroll; board should authorize TA Johnson to review and approve the two warrants
- **December 7, 2020 Regular Warrant for Approval**
 - Just like other recent 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 should once again approve the warrant and authorize TA Johnson (in the absence of Chair Gardner) to sign to that effect

Town Administrator Report

- Jan/Feb SignPost Issue Submission:
 - If the board desires one, space is being held for a short 2021 Town Meeting update
- VTrans Better Roads Grant Applications:
 - The town is moving forward with the resubmission, with updated cost estimates, of the grant applications filed last December that VTrans did not fund, despite favorable reviews, due to the decision to fund no Category C & D applications
 - The Category C application is to reconstruct the inlet area and put in a concrete floor at the large cross-culvert at the base of Codling Road (approximately \$20,000 request)
 - The Category D application is to replace/upsize the failing cross-culvert on County Road just north of Barnes Road (\$60,000 max award for a \$130,000 project); this will be part of the major road project along County Road next summer
- Possibility of Shifting January Meeting Schedule:
 - The January 4th meeting is right after a 4-day holiday weekend; for a number of administrative reasons, it would be nice to shift this meeting to the 11th
- Meeting Schedule:

○ December 21, 2020	6:30 pm	Selectboard regular meeting
○ January 4, 2021	6:30 pm	Selectboard regular meeting, unless shifted to 11 th
○ January 18, 2021	6:30 pm	Selectboard regular meeting
○ January 25, 2021	6:30 pm	Selectboard special meeting

Zoning Administrator Report

- No new applications since the November 16th SB meeting; 51 total applications in 2020
- The next DRB meeting is tentatively scheduled for January 5, 2021; one anticipated application for a 2-lot subdivision of the Brown property located at 3205 VT Rte. 14 N