

**Selectboard Memo**  
**September 13, 2021 SB Meeting**

**Conversation with Funding Request Study Committee**

- Members: Lindy Johnson, Sarah Kinter, Sue Racanelli, Paul Erlbaum, Ginny Callan, Kate Rader; application packet will go out to 35+ organizations by September 24<sup>th</sup> with a due date of October 22<sup>nd</sup>; committee report will likely be presented to the board at the second December board meeting
- This is the board's opportunity to set the ground rules for the FY2023 funding request article; total last year was \$21,466; it appears we will avoid encroaching on the \$25,000 "vote on the floor" cap for this year's process; Friends of Coburn Pond is the only new organization signaling a desire to apply for funding so far this year
- The funding process graduates (Twin Valley Seniors, CVHHH, MSAC, KHL, and the commuter bus requests for RCT & GMT) will present requests directly to the SB at an upcoming December meeting

**Conversation on American Rescue Plan Funds Utilization**

**Bonnie Waninger, CVRPC Executive Director**

- Ms. Waninger will provide guidance and answer questions on the use of ARPA funds, including the proposed transfer of funds to CVFiber
- ARPA updates:
  - The town has received its first year "county" allocation of \$247,750.93 which, coupled with the "town" allocation of \$133,529.23, gives the town a current total of \$381,280.16; an equivalent second round of funding is expected next August
  - Twin Valley Seniors, Inc. is requesting an ARPA award of \$4,904 from East Montpelier in concert with requests to its other 5 service towns to enable the installation of a heat pump system at the Twin Valley Senior Center
- Prospective uses of ARPA Funds at this point:
  - CVFiber; broadband expansion
  - Crystal Springs Water System; purchase/upgrades of system
  - EM land records; completion of land records digitization
  - Twin Valley Seniors; improvements at senior center

**Update on Regional Emergency Management Committees**

**Grace Vinson, CVRPC Planner**

- Ms. Vinson will provide information on the creation of REM committees and the expectations on the towns; the former Local Emergency Planning Committees (we were in LEPC 5; the town never took an active role in the LEPC) were dissolved earlier this year in favor of a statewide Local Emergency Planning Committee
- The new REMCs will be defined, for the most part, by the Regional Planning Commission boundaries and the RPCs will provide support; each town will have two representatives appointed by the SB – the EMD (Chair Gardner in our case) or his/her designee and a representative from our "emergency services community"

**Consideration of Resolution for EM Village "Village Center" Designation Renewal**

- The renewal application for renewal of the village center designation for EM Village is due October 4<sup>th</sup>; the last renewal was in 2013; the 5-year designation period was retroactively extended to 8 years in 2018, just in time to avoid a renewal at that time

- The Planning Commission, in concert with CVRPC, has developed the application; the Selectboard's role, if members agree with the renewal effort, is to adopt/sign the resolution approving the renewal application

### **Town Treasurer Monthly Financial Report**

- Treasurer Welch will present the standard monthly report produced in accordance with the town's Accounting, Auditing and Financial Reporting Policy; the report is for the period ending August 31, 2021

### **Discussion on Town Management in Light of COVID-19 [Potential Executive Session]**

- The municipal offices are operating under the August 12<sup>th</sup> update of the board order; mask use is mandatory when around others; no pushback from employees or the public
- No feedback to the town office regarding the August 30<sup>th</sup> resolution on mask use
- Potential executive session is for disclosure of protected personnel information
- If executive session is desired:
  - Move to go into executive session under 1 V.S.A. §313(a)(6) – records exempt from the access to public records provisions of section 316 of this title; provided, however, that discussion of the exempt record shall not itself permit an extension of the executive session to the general subject to which the record pertains

### **Personnel Matters: Town Office Positions [Potential Executive Session]**

- **Discussion on Existing Town Office Positions & Future Needs**
  - As previously disclosed, both the town treasurer and municipal assistant (who is the appointed assistant treasurer) will be retiring next summer; this agenda item is designed to elicit necessary conceptual information to facilitate discussion on the framework of those two positions and town office jobs in general
  - Detailed discussion on current situation and future expectations that may touch on sensitive personnel topics; executive session recommended
  - If executive session is desired:
    - Move to go into executive session under 1 V.S.A. §313(a)(3) – the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting
- **Discussion on Town Treasurer Transition**
  - **Job Expectations, Job Format & Job Description**
    - See existing treasurer job description; will likely need tweaks depending on board's potentially altered expectations
    - One aspect of this discussion is how tightly to control the search – develop tight range on duties, hours, pay or allow the committee flexibility to search for both full and part-time possibilities
  - **Process for Recruiting & Selecting New Treasurer**
    - Note East Montpelier charter (VT Statutes Title 24 Appendix: Municipal Charters; Chapter 114E) provisions:
      - §114E-3 Town Treasurer
      - §114E-8 Selection Committee

## **Warrants**

- **September 13, 2021 Regular Warrant for Approval**
  - Since we're back to in-person meetings, this warrant should be signed by all board members present

## **Town Administrator Report**

- Update on EMFD Emergency Services Agreement Status:
  - EMFD has declined to accept the proffered new agreement from the Calais and EM boards; all parties have executed the 3-month time extension MOU for the still-current agreement; EMFD expects to provide detailed feedback in the near future
- Brazier Road Speed Concern:
  - Erica Zimmerman has renewed her request for speed management on Brazier Road, especially as it nears Center Road
- Meeting Schedule:
  - October 4, 2021      6:30 pm      Selectboard regular meeting
  - October 18, 2021    6:30 pm      Selectboard regular meeting

## **Zoning Administrator Report**

- 4 new applications since the August 23<sup>rd</sup> SB meeting; 58 total so far in 2021
- The next DRB meeting is scheduled for October 5, 2021; no applications as yet