

## **Minutes for the East Montpelier Selectboard**

### **June 20, 2022 Selectboard Meeting**

**This meeting was held in-person at the Emergency Services Facility (54 Village Acres) with a remote participation options using the Zoom conferencing platform.**

**SB Attendance:** Chair Seth Gardner, Carl Etnier, Jon Jewett, Amy Willis, Judith Dillon, Town Administrator Gina Jenkins, Zoning Administrator Bruce Johnson

**In-Person Public Attendance:** Sean Temple, ORCA Media; Deirdre Connelly, Julie Potter

**Remote Public Attendance:** Scott Hess, Clarice Cutler

### **Public Hearings**

#### **Proposed Amendments to the Town Plan**

Chair Gardner opened the public hearing on proposed amendments to the Town Plan at 6:33 p.m.

The town plan revisions primarily address the issues revolving around the siting of telecommunication facilities. No concerns or points of serious discussion were raised.

Chair Gardner closed the hearing at 6:55 p.m.

#### **Proposed Amendments to Land Use & Development Regulations**

Chair Gardner opened the public hearing on proposed amendments to Land Use & Development Regulations at 7:01 p.m.

The proposed amendments are intended to integrate the zoning plan outlined in the 2017 EM Village Master Plan into the town's land use regulations. The proposed amendments focus on certain issues designed to address the state statutory/regulatory updates (accessory dwelling conceptual expansion plus reformatted definitions/wording for required ag practices and planned unit developments) and items brought to the attention of the PC by the ZA and DRB (setback definitional refinement and general relaxation, PUD refinement, removal of certificates of compliance for most circumstances).

The proposed amendments were described as intuitive. No concerns or points of serious discussion were raised.

Chair Gardner closed the hearing at 7:20 p.m.

### **Selectboard Meeting**

Chair Gardner called the meeting to order at 7:20 p.m.

**Additions to Agenda:** None.

#### **Minutes:**

The board reviewed the draft minutes of the June 6, 2022 board meeting. Mr. Etnier recommended a few edits for clarity.

**Motion: To approve the June 6, 2022 minutes with tonight's recommended amendments.** Made by Ms. Willis, second by Mr. Jewett. Passed unanimously.

The board reviewed the draft minutes of the June 13, 2022 board meeting. Ms. Dillon recommended an edit for clarity.

**Motion: To approve the June 13, 2022 minutes with tonight's recommended amendment.** Made by Ms. Willis, second by Ms. Dillon. Passed unanimously.

**Public Comment:**

The board was asked if they have a plan for spending the Federal ARPA money. Chair Gardner explained that the town has accepted the standard proposal, but otherwise does not have a specific plan for spending the funds.

**Review of hearing feedback and discussion of next steps**

The Selectboard was comfortable with the amendments to the Town Plan. The second public hearing will be held on July 11 at the Emergency Services Facility.

**Consideration of adoptions of zoning regulation amendments**

**Motion: To adopt the proposed amendments to Land Use and Zoning Regulations.** Made by Mr. Etnier, second by Mr. Jewett. Passed unanimously.

The proposed amendments will take effect in 21 days.

**Town Treasurer Report**

Town Administrator Jenkins presented the latest budget status report. The current budget surplus is \$49k and based on known expenditures, it is expected that the town will nearly break even at the end of the year.

Town Administrator Jenkins requested two adjustments. The first would release \$25k of the current \$55k fund balance reserved for unused vacation and sick time, leaving \$30k in the fund for future expenditures. Town Administrator Jenkins explained that a recent payout meant that the remaining need for this fund was less. The second would release \$15k of the current \$25k fund balance reserved for the Treasurer transition, leaving \$10k in the fund for FY2023. Town Administrator Jenkins explained that the previous Town Treasurer would stay on through August to assist with the audit, and \$10k should be sufficient funds to cover that transition period. Town Administrator Jenkins noted that she and the Town Treasurer would be able to refine the number for the unused vacation/sick fund once they had some more time to dig into the numbers. Mr. Etnier noted that with these two releases the town would likely end the year with a \$50k surplus.

**Motion: To transfer \$25,000 from Unused Vacation/Sick fund and \$15,000 from Treasurer Transition fund to General Fund.** Made by Mr. Etnier, second by Ms. Dillon. Passed unanimously.

**Personnel matters**

Chair Gardner recused himself from the discussion. Vice Chair Etnier assumed control of the meeting.

Mr. Etnier stated that the Selectboard made an offer to Tyson Brown as Zoning Administrator. Mr. Jewett noted that the Selectboard felt Mr. Brown was the most qualified candidate for the position and Ms. Willis added that he had stellar references and though he hasn't previous done zoning administration work, the board felt he has the know-how to adhere to regulations.

**Motion: To confirm the employment offer to Tyson Brown as Zoning Administrator at a salary of \$30k for an average of 24 hours per week with benefits in accordance with the personnel policy.**

Made by Mr. Jewett, second by Ms. Dillon. Passed unanimously. Chair Gardner recused himself from the vote.

Chair Gardner resumed control of the meeting.

**Appointments: Annual charter-based appointments**

The annual fiscal year appointments were presented to the Selectboard. The slate was:

- Town Clerk Rosie Laquerre, Assistant Town Clerk Denise Sparrow, Town Treasurer Michele Pallas and Assistant Town Treasurer Denise Sparrow
  - Along with the appointments, the board should authorize Chair Gardner to sign the associated certifications for these positions
- Zoning Administrator Bruce Johnson to remain appointed until June 30th with Tyson Brown appointed as of July 1<sup>st</sup>
- Collector of Delinquent Taxes and Collector of Current Taxes Michele Pallas
- Road Commissioners Seth Gardner and Gina Jenkins

Town Administrator Jenkins noted that the E-911 has historically been the Zoning Administrator. Because Mr. Brown is just coming onboard, Town Administrator Jenkins suggested she take it on this fiscal year to take the administrative burden off Mr. Brown as he settles into the position.

**Motion: To approve the slate as presented, with the addition of Gina Jenkins as the E-911.** Made by Mr. Etnier, second by Ms. Dillon. Passed unanimously.

**Banking account updates: Northfield and North Country Accounts**

Town Administrator Jenkins requested that she and Town Treasurer Michele Pallas be granted access to and signing authority on the investment accounts at Northfield and North Country.

**Motion: To approve granting access and signing authority to Gina Jenkins and Michele Pallas on the Northfield and North Country investment accounts.** Made by Mr. Etnier, second by Ms. Dillon. Passed unanimously.

**Discussion on town management in light of Covid-19**

Town Administrator Jenkins noted that the number of infections was lower from where it was at the last meeting. Cases are still somewhat high, but hospitalizations and deaths remain low.

**Access permits: 22-041: Trench on old trail road for power access**

Road Foreman Perry reviewed and approved the request, he is clear on what the landowner will be doing and is comfortable with the work. Mr. Etnier noted that the permit itself has no conditions. Chair Gardner explained that Washington Electric has standards for depth that the landowner will need to follow. Ms. Dillon recommended adding language to require the landowner to adhere to the conditions set by the utility company.

**Motion: To approve permit 22-041 on the condition that the applicant adheres to the utility company's requirements and the agreement with Foreman Perry.** Made by Mr. Etnier, second by Ms. Willis. Passed Unanimously.

**Warrants: June 20, 2022 regular expense warrant**

The warrant was signed by all present board members.

**Other Business**

The town office was not closed today. If the town would like to recognize Juneteenth as a holiday it will need to be added to the list of holidays in the personnel policy.

**Consideration of employee pay rates for FY2023**

**Motion: 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.** Made by Mr. Etnier, second by Ms. Willis. Passed unanimously.

The board entered into Executive Session at 8:12 p.m. and exited at 8:48 p.m.

No action taken.

**Motion: To approve the FY2023 wages and salaries as proposed.** Made by Mr. Etnier, second by Ms. Willis. Passed unanimously.

**Town administrator report**

Town Administrator Jenkins noted that four permit applications were submitted since the last meeting, bringing the total for the year to 43.

Meeting Schedule:

- July 11, 2022 6:30 p.m. Special meeting date
- August 1, 2022 6:30 p.m. Regular meeting date
- August 22, 2022 6:30 p.m. Special meeting date
- September 12, 2022 6:30 p.m. Special meeting date

The Selectboard will also attend a budget and service update by the EMFD on August 11, 2022 at 7:00p.m.

**Motion: To adjourn.** Made by Ms. Willis, second by Mr. Jewett. Passed unanimously.

Meeting adjourned at 8:58 p.m.

Respectfully submitted by Deirdre Connelly.

**Approved: July 11, 2022 East Montpelier Selectboard meeting**