

**Town of East Montpelier
Selectboard Memo
January 8, 2024 SB Meeting**

Additions to the Agenda

- Consideration of Request for Proposals to obtain H&H Study and Design/Engineering of replacement structures at Sodom Pond Rd. and Sanders Circle.
 - Selectboard to consider notice and draft RFP's provided for the 2 projects and authorize TA Jenkins to post RFP's per Purchasing Policy.
- Consideration of change to Purchasing Policy.
 - Current policy states that bids are to be mailed when emailed bids have been received in the past and continue to be received in response to RFP's. This change is to align policy with actual practice.
 - The proposed change adds language to the beginning of the Bid Submission section to allow bids to be sent via email.
 - First sentence under Bid Submission states, "All bids must be submitted in sealed envelopes, addressed to the town in care of the Selectboard or its designee, and plainly marked with the name of the bid and the time of the bid opening."
 - Proposed change states: "All bids must be submitted *electronically via email to the designated town official in the RFP* or via hard copy in sealed envelopes, addressed to the town in care of the Selectboard or its designee, and plainly marked with the name of the bid and the time of the bid opening."
 - If the Selectboard approves the additional language, the Selectboard to approve the revised policy via motion and sign the new policy effective January 8, 2024.

Consideration of Contributions to East Montpelier Nonprofits

- The following organizations presented funding requests to the Selectboard at the November 20th meeting and discussed them again at the December 4th meeting. This is a continuation of that discussion.
 - Twin Valley Senior Center: \$50,000
 - EM Trails, Inc.: \$14,500 (Mallory Brook Bridge) & \$4,200 (Sparrow Farm Boardwalk Replacement)
 - AllTogetherNow!: Boiler: \$30,000, Egress Windows: \$6,500, Fire-rated Boiler Room \$18,000, Legal & Admin: \$9,000. Total: \$63,500
 - East Montpelier Historical Society: \$10,000
- The Selectboard to agree on potential funding for the organizations and approve amounts to be funded, if agreed, via motion.

Discussion on Annual Voted Articles Presentations to Selectboard

- Mr. Hess would like to discuss the annual presentations to the Selectboard by the organizations submitting for funding as Voted Articles.

Discussion on EMFD FY2025 Budget

- Selectboard to discuss the FY2025 EMFD budget.
- A joint meeting with Calais SB is scheduled for January 15, 2024 to discuss the FY2025 budget.

	Ambulance				Fire			
	FY2024	FY2025	Variance		FY2024	FY2025	Variance	
			\$	%			\$	%
East Montpelier	\$ 133,128	\$ 139,973	\$ 6,845	5.1%	\$ 260,599	\$ 293,806	\$ 33,207	12.7%
Calais	\$ 66,564	\$ 69,987	\$ 3,423	5.1%	\$ 130,300	\$ 146,903	\$ 16,603	12.7%
Plainfield					\$ 56,890	\$ 58,596	\$ 1,706	3.0%
Marshfield					\$ 46,370	\$ 47,762	\$ 1,392	3.0%
EMFD Contribution					\$ 15,000	\$ 15,000	\$ -	0.0%
	\$ 199,692	\$ 209,960	\$ 10,268	5.1%	\$ 509,159	\$ 562,067	\$ 52,908	10.4%

Discussion on FY2025 Budget Development

- A draft of the budget is presented for Selectboard review.
- Below is the summary of the budget and preliminary tax estimate:

	FY2023 (7/1/22-6/30/23)			FY2024 (7/1/23-6/30/24)			FY2025 (7/1/24-6/30/25)		
	Budget	Actual	Over (Under)	Budget			Budget		
TAXES									
Current Taxes				Variance			Variance		
				\$ %			\$ %		
Selectboard Budget	2,000,127			2,196,054	195,927	9.8%	2,297,070	101,016	4.6%
Other Money Articles	120,663			120,963	300	0.2%	127,909	6,946	5.7%
Total Current Taxes	2,120,790			2,317,017	196,227	9.3%	2,424,979	107,962	4.7%
Adjustment	-			(34,400)	(34,400)	0.0%	-	34,400	-100.0%
Net Current Taxes	2,120,790			2,282,617	161,827	7.6%	2,424,979	142,362	6.2%
Grand List (estimated for FY2025)	3,121,000			3,156,000	35,000	1.1%	3,206,000	50,000	1.6%
Local Tax Rate (estimated for FY2025)	0.6796			0.7233	0.0437	6.4%	0.7564	0.0331	4.6%
TOTAL TAXES	2,120,790	2,165,986	45,196	2,317,017	7,006,401	(4,689,384)	2,424,979	107,962	4.7%

- The overall Selectboard budget increased \$101.0K / 4.6% with the primary drivers as follows:
 - + \$50.0K / +2.3% - Decrease in Available Cash on Hand per suggestion by External Auditor guidance. This amount has been increased over the years due to actual budget surplus. The actual results are now more closely aligning with budget, so the external auditor suggested the town decrease this forecast difference between budget and actual.
 - - \$44.0K / -2%: Increase in forecasted interest earned based on town's updated investment plan.
 - - \$21.6K / -1.0% - Decrease based on current staff selections. This amount is dependent on staff selections during open enrollment.
 - -6.4K / -0.3% - Decrease in cemetery budget.
 - +\$40.5K / 1.8% - Increase in salary costs based on current staffing plan and annual increases.
 - + \$26.4K / 1.2% - Increase in highway operations costs on current prices.
 - + \$40.1K / +1.8% - Increase in EMFD Fire & Ambulance budget.
 - + \$15.0K / 0.7% - Increases to municipal operations and building budget to increase costs to match current market rates.
 - + \$10.0K / +0.5% - Increase in contribution to capital reserve fund.
 - Remaining variance due to changes in revenues and expenses throughout budget based on latest information available.

Discussion on 2024 Town Meeting Warning

- The draft of the 2024 Town Meeting Warning is provided for Selectboard review.

Development of 2023 Selectboard Report for Town Report

- The Selectboard to review the first draft of the Selectboard letter to be included in the 2022 Town Report.
 - Selectboard to provide comments and edits to TA Jenkins.

Update on Town Garage Project

- The town received 4 responses to the RFP for Architectural and Engineering Services for the town garage project. Proposals received are presented for Selectboard review.
- The team selected 2 firms from the 4 proposals received and conducted interviews on January 3, 2024.
- The recommendation from the team conducting the interviews is that the town contract with Wiemann Lamphere Architects.
 - Chair Gardner has been leading this process and will provide details about the proposal and recommended future direction.
- The Selectboard to consider a Limited Request for Bids for Owner Representative Professional Services for town garage project.

Warrant

- **January 8, 2024 Regular Expense Warrant**
 - The warrant should be signed by all Selectboard members present. If an “in-person” quorum is lacking, the warrant should be approved by one of the in-person Selectboard members authorized to sign the warrant on behalf of the Selectboard.

Town Administrator Report

- Permit report will be provided at next meeting.
- Meeting Schedule:

January 22, 2024	6:30 p.m.	Special Meeting Date
February 5, 2024	6:30 p.m.	Regular Meeting Date
February 26, 2024	6:30 p.m.	Special Meeting Date (February 19 th is President’s Day)
March 4, 2024	6:30 p.m.	Regular Meeting Date / Town Meeting Forum
March 5, 2024	6:30 p.m.	Town Meeting
March 18, 2024	6:30 p.m.	Regular Meeting Date
April 1, 2024	6:30 p.m.	Regular Meeting Date
April 15, 2024	6:30 p.m.	Regular Meeting Date
May 6, 2024	6:30 p.m.	Regular Meeting Date