

Minutes for the East Montpelier Selectboard

DRAFT

February 26, 2024 Selectboard Meeting

This meeting was held in-person at the Municipal building with a remote participation option using the Zoom conferencing platform.

SB Attendance: Chair Seth Gardner, Carl Etnier, Zoe Christiansen, Nik Khosla, Town Administrator (“TA”) Gina Jenkins,

Remote SB Attendance:

In-Person Public Attendance: Zach Zorn, Orca Media.

Remote Public Attendance: Stephan Miracle, Tom Brazier, Deb Fillion, Andy Shapiro, Roadforeman Guthrie

Chair Gardner called the meeting to order at 6:30 p.m.

Additions to the agenda: There were no additions to the agenda.

Minutes: The board reviewed the draft minutes of the December 18, 2023; January 8, 2024; January 15, 2024; January 22, 2024, and February 12, 2024 Board meetings.

Motion: To approve the minutes from the December 18, 2023 Board meeting as amended.
Made by Ms. Christiansen, second by Mr. Etnier. Passed unanimously.

Motion: To approve the minutes from the January 8, 2024 Board meeting as amended.
Made by Mr. Khosla , second by Carl Etnier . Passed unanimously.

Motion: To approve the minutes from the January 15, 2024 Board meeting as amended.
Made by Carl Etnier, second by Mr. Khosla . Passed unanimously.

Motion: To approve the minutes from the January 22, 2024 Board meeting as amended.
Made by Mr. Khosla , second by Carl Etnier . Passed unanimously.

Motion: To approve the minutes from the February 12, 2024 Board meeting as amended.
Made by Carl Etnier, second by Mr. Khosla . Passed unanimously.

Public Comment

No Public Comment

Motion: Carl Etnier moves to go into executive session to discuss personnel matter. Mr. Khosla seconds the motion and it is passed unanimously.

Motion: To authorize the Town Administrator to offer the Municipal Coordinator position to the agreed-upon candidate at 25\$ per hour. Made by Mr. Etnier, Second by Mr. Khosla. Passed unanimously.

Consideration of Town Garage Project Owners Representative Services Bid Response:

The town received one response to the RFB issues seeking a consultant to provide owners representative services for the town garage project. The VIS Construction Consultants proposal was presented for consideration. Mr. Shapiro said the quoted bid had excessive time on site. Another (I can't make out the name) confirmed that the time on site was excessive. Mr. Shapiro recommends negotiating down the number of hours. Mr. Etnier pointed out a paragraph in the bid that expressly mentioned the flexibility in time needed. Mr. Shapiro supports moving forward with the bid. The discussion moved to turning the bid into a contract. Ms. Jenkins recommends the architects meet with the selectboard to describe what they envision, and Mr. Shapiro agreed. The architects will help supply predesign materials to share with the public. They will not be invited to the next meeting, as the next is the town forum. TA Jenkins will ask for a draft contract, and the contract will be reviewed next week.

ARPA Update:

Most of ARPA is spent to date, with \$22,508 remaining. TA Jenkins is less concerned about going over budget than underbudget. Money will be lost if not spent.

Road foreman Perry requests the purchase a hot water pressure washer with remaining funds, as the current pressure washer is old and significant investment may be needed to keep it going.

Mr. Etnier remarked that there had been an earlier suggestion to install fixed speeds signs.

Deb Fillion via remote attendance raised the Listers desire for fireproof filing-cabinets, a laptop (for home and field), and the digitization of surveys. TA Jenkins responded that the file-cabinets are extremely expensive and heavy, and that the selectboard had approved the digitization of the surveys at the previous meeting.

Mr. Etnier proposed a discussion, which followed, on which ARPA items were part of the yearly budgetary process, and which items were "bonus projects" which were allocated because of the ARPA money.

Motion: To authorize the town purchase of a Pressure washer/Culvert Thawer and trailer thereto for a cost of up to 10,345\$, out of the remaining ARPA funds. Made by Mr. Etnier, second by Ms. Christiansen. Passed unanimously.

Consideration of Annual Highway Financial Plan

This is the form completed annually that is reviewed and approved by the Selectboard.

Renewed through signature of present board members.

Consideration of Annual Certification of Compliance for Town Road & Bridge Standards and Network Inventory

This form is completed annually.

All present board members signed the document.

Consideration of Grant Application for Towne Hill Road Paving Project

Proposal to repave Towne Hill Road starting at Rt.2 to 300 ft past Gallison Hill Rd.

The application was rejected last year. By consensus, the board authorized TA Jenkins to submit the Grant Application.

Town Treasurer Report □ Monthly Financial Reporting Package □ Delinquent Tax Collector Report

Business Manager/Town Treasurer Pallas provided a report and the monthly financial reporting package for Selectboard review.

Consideration of Canon Copier Contract Renewal

The current contract for the main town office copier expires in April. The new lease will include a new machine with more paper capacity than the current machine. The cost for color copies with the new machine is less than the current.

The cost is 1\$63 per month, includes toner and maintenance. Mr. Etnier asked if there were some things the town could be reimbursed for. The amount is insignificant.

To renew the contract with Canon Copiers.

Motion: Made by Mr. Etnier. Second- Mr. Khosla. Passed Unanimously

Warrants

The February 26, 2024 Regular Expense Warrant was approved via signature of all the SB members.

Town Administrator Report

Update- 2 RPFs issued since last meeting, for ash tree removal project, this was put in the Times Argus, purchasing policy fully this year. Regional planning will be responding as well, people have until March 14th. One permit for a shed was issued. And the time is incorrect for Town meeting- it's at 9 am. Zoning administrator has been very busy.

Motion: To move into Executive Session to discuss personnel matters. Made by Mr. Etnier Second: Ms. Christiansen. Passed unanimously.

The board regretfully authorizes TA to post the TA job description.

Adjourn

Motion: To adjourn.

Made by Mr. Khosla. second by Mr. Etnier. Passed unanimously. Adjourned at 9:01 p.m.

Respectfully submitted by Zoe Christiansen.

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