Town of East Montpelier
Selectboard Memo
February 12, 2024 SB Meeting

Additions to the Agenda
None

Discussion on Green Burials
- Jon Boucher, Cemetery Committee, will be in attendance to discuss green burials with the Selectboard.
- VT Statute 18 V.S.A. § 5319 and VT State Private Property Burials documents provided for reference.

Consideration of Quotes to Digitize Recorded Land Surveys
- Town Clerk Laquerre will be in attendance to review quotes for the digitization of the recorded land surveys.
- The Restoration Fund's current balance is $33K. This fund is used for preserving and storing the towns records. It is proposed that this project be funded by a portion of the Restoration Fund balance.

Consideration of Liquor and Tobacco Licenses
- Plainfield Hardware has submitted an application for a Second Class liquor license to allow the establishment to sell beer to the public for consumption off the premises and a Tobacco license to be able to sell tobacco products at the store.
- If the Selectboard is comfortable with the license applications, the Selectboard to authorize Town Clerk Laquerre to approve the applications for further processing.

Consideration of Building Resilient Infrastructure and Communities 2022 Grant Application
- Agreement for the Building Resilient Infrastructure and Communities 2022 Grant # 02140-31239-005N is presented for Selectboard review. The amount awarded is $9,862.50 with a town match of $3,287.50 is to fund the hiring of a consultant to update the town's Local Hazard Mitigation Plan (LHMP).
    - If the Selectboard is comfortable with the grant application, the Selectboard to authorize TA Jenkins to sign the grant application via motion.
- The next step after the grant is executed is for the town to issue a RFP to hire a consultant for the project. The state indicated that there is a template available for the purposes of drafting and releasing the RFP. TA Jenkins intends to leverage the resources from the state for this project and seeks SB support in moving forward with releasing the RFP as soon as the agreement is executed.

Consideration of CAI Technologies Tax Map Maintenance Contract For 2024-2025
- The standard annual renewal agreement between CAI and the town for tax map updates will cover the time period of April 1, 2024 through March 31, 2025 is presented for Selectboard review.
    - The renewal cost is consistent with the prior year agreement at $1,800 for Map/GIS Maintenance Service.
    - If the Selectboard is comfortable with the agreement, the members in attendance to sign the agreement. If there are less than three members in attendance in-person, please authorize TA Jenkins to sign on behalf of the Selectboard via motion.

Discussion on Town Open Positions
- The town has several open positions. The vacancies have been posted to Front Porch Forum and the town website with little interest. The Selectboard to discuss approaches to fill the open positions.
- The Emergency Management Coordinator position is one that is currently vacant as Toby Talbot is not seeking reappointment. This position is responsible for establishing the emergency protocols for the

town in the event of an emergency or natural disaster. The position is responsible, in conjunction with TA Jenkins, in completing the annual Local Emergency Management Plan (LEMP) that is due May 1st.
- The town has not had an appointed Representative with Regional Planning (CVRPC) since Spencer Hardy moved out of town at the end of 2022.
- Other open positions include Deputy Town Tree Warden and memberships on the Cemetery Committee, Capital Improvement Committee, Funding Request Study Committee, East Montpelier Village Committee.

Consideration of Name Change for Emergency Planning Committee to Emergency Preparedness Committee

- The Emergency Planning Committee has requested a name change to Emergency Preparedness Committee.
- If the Selectboard is comfortable with the name change, the Selectboard to approve the change via motion.

Update on EMFD Meeting Schedule

- Calais requested that the meeting schedule be the second Thursday in April, August and December. The previously agreed schedule was the second Thursday in April and August with the December meeting occurring on the first Thursday.

Update on Town Garage Project

- TA Jenkins, Road Foreman Perry and Andy Shapiro met with Wiemann Lamphere Architects ("WLA") on January 25, 2024 to discuss the town garage project. WLA is working on the design and overall site plan. The discussion was at a very high level for the architect to gauge the town's thoughts on their initial design ideas. WLA is currently considering shifting the building location closer to the road if conditions work for locating the building near the road. Locating the building near the road provides better access to the building, a more open workspace for storing and accessing materials, improved roof line for snow, and provides the potential for solar panels.
- TA Jenkins and Road Foreman Perry toured 2 town garages designed by WLA. WLA participated in the visit and was on hand to walk EM through the designs and discuss specifics about the projects. EM team was also able to speak with the Road Foremen in both locations about their experiences with the buildings.
    - Georgia, VT – Metal Building
    - Grand Isle, VT – Wood Building
- Zoe Christiansen is working with Road Foreman Perry to schedule a time to take photos of the town garage prior to Town Meeting.

Consideration of Washington Electric Cooperative Permit to Construct 7200 Volt Electric Service Line on Cummings Rd

- Selectboard to review permit request from Washington Electric Cooperative to construct a 7200 volt electric service line on Cummings Rd. The proposed line to begin near the residence of John Beling (580 Cummings Rd) and follow existing telephone line. A sketch was provided.
    - If the Selectboard is comfortable with the permit, the members in attendance to sign the agreement. If there are less than three members in attendance in-person, please authorize TA Jenkins to sign on behalf of the Selectboard via motion.

Access Permit

- 24-001: Curb cut on Hammett Hill Rd.
    - Jeffrey Laquerre is requesting to move the existing driveway accessing the property from VT Rte 14 to a new access off Hammett Hill Rd. The existing access off VT Rte 14 will remain to allow access for the other landowner's driveway (Perchlik) using that access. Mr. Laquerre's

driveway off of the VT Rte 14 access will be removed with grass planted once the new access is complete. The reason Mr. Laquerre is requesting alternative access is that the current driveway is blocked multiple times per week by individuals accessing the daycare at the Perchlik property. In addition, Mr. Laquerre considers the driveway off VT Rte 14 dangerous when accessing the property towing trailers/campers.

- If the Selectboard is comfortable with the application, the members in attendance to sign the agreement. If there are less than three members in attendance in-person, please authorize TA Jenkins to sign on behalf of the Selectboard via motion.

Warrants

- **February 12, 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

- There have been no permit applications other than the curb cut permit presented above.
- TA Jenkins is working to update all the town's job descriptions. The first phase is the town office positions. The current job descriptions for the TA, Town Clerk and Treasurer are either old or were never finalized. The Town Clerk's is dated 2017. The Town Treasurer is dated 2015 and is the job description for the part-time position. TA is watermarked "draft" and was never finalized. In addition to the job descriptions being stale, they also do not accurately reflect the expected duties of the positions. The plan is to work with the SB in meetings after Town Meeting Day to implement updated job descriptions for the town office positions.
  - Does the SB have any feedback related to the process of updating the job descriptions?
- Meeting Schedule:

February 26, 2024	6:30 p.m.	Special Meeting Date (February 19th 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 11, 2024	7:00 p.m.	EMFD Meeting
April 15, 2024	6:30 p.m.	Regular Meeting Date
May 6, 2024	6:30 p.m.	Regular Meeting Date
May 20, 2024	6:30 p.m.	Regular Meeting Date
June 3, 2024	6:30 p.m.	Regular Meeting Date