

**Town of East Montpelier
Selectboard Memo
February 26, 2024 SB Meeting**

Additions to the Agenda

None

Municipal Coordinator Position

- The Selectboard will be interviewing 2 candidates for the Municipal Coordinator position.
 - Candidate 1 - 6:45pm
 - Candidate 2 - 7:15pm

If Executive Session 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.

- **Board Work Session to Discuss Municipal Coordinator Interview Questions [Potential Executive Session]**
- **Municipal Coordinator Candidates Interviews [Probable Executive Session]**
 - The Selectboard to interview 2 candidates for the open Municipal Coordinator position.
- **Board Work Session on Municipal Coordinator Position [Potential Executive Session]**
 - If the Selectboard decides to move forward with the candidate, the Selectboard should authorize TA Jenkins to offer the Municipal Coordinator position to the candidate pending the background check.

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.
 - VIS proposal presented for Selectboard consideration.

ARPA Update

- An updated ARPA schedule is presented for SB review with highlights below:
 - Total ARPA Funds = \$762,740.11
 - Final Committed to Date = \$753,091.67
 - Remaining to be Committed = \$9,648.44
 - Total Remaining to Spend: \$22,508.21
- To date, the town has committed nearly the entire \$762,740.11 in ARPA funds. The town has \$9,648.44 in funds not yet committed based on the actuals to date. Because final costs could differ from original quotes, TA Jenkins recommends that the town commit funds slightly in excess of the ARPA funds available to ensure the full ARPA funds are committed/expended by March 31st.
- The Road Crew needs a new pressure washer/culvert thawer. The capital plan does not account for the replacement of the pressure washer. ARPA has been a valuable resource for the town to fund purchases of this nature without adversely affecting the capital plan. Road Foreman Perry obtained 2 quotes to replace the current machine:
 - Power Eagle USA: \$8,845.00
 - White Cap: \$15,899.99
 - New Trailer: \$1,500
 - The crew's current machine is the same machine quoted by Power Eagle. The crew has used the current machine for 12 years averaging over 170 hours per year. The current machine is due for significant overhaul, engine replacement and has the potential to become expensive to

- maintain and unreliable to operate. Road Foreman Perry recommends purchasing the new Power Eagle pressure washer to replace the existing pressure washer.
- The current trailer for the pressure washer was an Army surplus trailer purchased a long time ago. The trailer is no longer road worthy and needs to be replaced.
 - It is recommended that the Selectboard consider authorizing up to \$10,500 for the Road Foreman to purchase a new pressure washer and trailer with the use of ARPA funds via motion.

Consideration of Annual Highway Financial Plan

- This is the form completed annually that is reviewed and approved by the Selectboard.
 - The form includes one potential major project to repave Towne Hill Rd. The section of road to be repaved starts at Rte. 2 through 300 feet past Gallison Hill Rd. The project would also include repaving the currently paved section of road on Cherry Tree Hill Rd that joins Towne Hill Rd, 3 oversized aprons on Towne Hill Rd as you approach Rte. 2 and a new apron for Deerfield Lane off of Towne Hill Rd. Road Foreman Perry received a quote from Pike Industries to perform the work previously. TA Jenkins is awaiting an update to that quote.
- The version presented is a draft and will be finalized once a revised quote is received for the Towne Hill paving project.

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

- The form completed annually is provided for Selectboard review. The form states that the Town complies with the minimum road and bridge standards as stated in the Town Road and Bridge Standards adopted by the Town on July 22, 2019. The Town's Road network inventory was completed in 2019 by CVRPC under a Better Roads grant which was a requirement under the Municipal Roads General Permit.
- If the Selectboard is comfortable with the form as presented, the Selectboard members in attendance should sign the document. If an "in-person" quorum is lacking, the warrant should be approved by one of the in-person Selectboard members authorized to sign the document on behalf of Selectboard.

Consideration of Grant Application for Towne Hill Road Paving Project

- Proposal to repave Towne Hill Rd starting at Rt.2 to 300 ft past Gallison Hill Rd. The scope would also include repaving the paved section on Cherry Tree Hill Rd that connects to Towne Hill Rd. 3 oversized aprons will be repaved with a new apron added on Deerfield Lane. The project involves milling off the existing surface, crack sealing, and laying a topcoat.
- A draft of the Towne Hill Paving Grant Application is presented for Selectboard review. TA Jenkins has not yet received the updated budget quote from Pike Industries to finalize the application.

Town Treasurer 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 the new machine is the same price as the current machine at \$163 per month and B&W cost of \$0.00740 per image. The cost for color copies with the new machine is less than the current machine at \$0.04200 compared to \$0.06300 with the existing machine.

- If the Selectboard is comfortable with the contract to replace the current Canon copier with a newer model at the outlined pricing, the Selectboard to authorize TA Jenkins to sign the Canon contract via motion.

Warrants

- **February 26, 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 were 2 RFP’s issued since the last meeting:
 - 2024 Ash Tree Removal Project – The RFP was published on Wednesday, February 21st to the town website, Vermont Business Registry, and Times Argus (Friday, 2/23 issue). The RFP was emailed/mailed to 23 vendors. The responses are due 11:00 am Friday, March 15, 2024.
 - <https://eastmontpeliervt.org/request-for-proposals-for-east-montpelier-2024-ash-tree-removal-project/>
 - Local Hazard Mitigation Planning Services – The RFP to seek a consultant to update the town’s existing Local Hazard Mitigation Plan was published on Thursday, February 22nd to the town website, Vermont Business Registry, and Times Argus (Tuesday, 2/27 issue). The RFP was emailed to 8 consultants provided by the state. The responses are due 4:00 pm Thursday, March 14, 2024.
 - <https://eastmontpeliervt.org/request-for-proposals-local-hazard-mitigation-planning-services/>
- There has been 1 permit application other than the curb cut permit presented above.
 - 24-002: 161 Dodge Rd-16’x16’ shed as an accessory structure.
- Meeting Schedule:

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 22, 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
June 17, 2024	6:30 p.m.	Regular Meeting Date