

**Town of East Montpelier  
Selectboard Memo  
March 18, 2024 SB Meeting**

**Additions to the Agenda**

- Request from Recreation Board for use of EM recreation field.
  - Mike Noyes (u32 varsity soccer coach) and Steve (girls coach) are going to be running a soccer camp July 8-12 from 9am-12pm for kids entering 2nd grade through to kids entering 8th grade. They are requesting to use EM rec fields for the program and to be sponsored by EM Rec. They won't need any supplies, are willing to line the field(s) and provide paint and also offered to provide the EM logo on shirts they plan to give out. The varsity players will service as camp counselors and the program cost per player will roughly be \$100.
- Agenda item "Consideration of Request from Sibley Farm Regarding Historic Barn Proposed Activities" is removed from tonight's agenda and will be deferred to a future Selectboard meeting.

**Town Garage Project Owners Representative**

- Consideration of Contract with VISCC LLC
  - Selectboard to review draft contract provided by VISCC LLC. If the Selectboard is comfortable with the contract as presented, the Selectboard to authorize TA Jenkins to sign the contract via motion.
- Discussion with VIS Construction Consultants Regarding Town Garage Project
  - Representatives from VIS Construction Consultants will be in attendance to discuss engagement to provide Owner's Representative Services for the town garage project.

**Selectboard Rules of Transaction**

- The Selectboard needs to elect a Chair and Vice Chair.
- The Selectboard to authorize a member to sign payroll warrants, payroll vendor warrants, and special expense warrants (when due dates don't align with meeting dates). The Selectboard may also authorize an alternate if the primary member authorized is not available.
  - The member(s) to be authorized via motion in accordance with 24 V.S.A. §1623(1). A proposed draft of the motion(s) is noted below:
    - To designate authorization authority under 24 V.S.A. §1623(1) to [Member Name] for the following:
      - Regular payroll warrants
      - Regular payroll vendor warrants
      - Special warrants for standard expenditures under the Town-approved budget and reserve fund expenditures authorized by the Selectboard when such warrants are necessary due to required payment timing.
    - If an alternate is authorized, the motion would be revised to state, "To designate authorization authority under 24 V.S.A. §1623(1) in the absence of [Member Name] to [Member Name] for the following: (remaining to be consistent with 3 bullets above).

**Selectboard Organization**

- Draft provided of the 2023 Selectboard Rules of Transaction.
  - The document is consistent with the prior year.
  - The Selectboard to review the document and accept as is or propose changes via motion.

**Consideration of Request from Sibley Farm Regarding Historic Barn Proposed Activities**

- This agenda item will be discussed at a future meeting once the requestor is ready to present to the Selectboard.

**Consideration of Bid Reponses for 2024 Ash Tree Management Project**

- The Resilient Roads Committee has reviewed the bids from contractors for the removal of:
  - 192 trees from Center Rd, Sodom Pond Rd and Haggett Rd
  - 178 trees from Brazier Rd and Lyle Young Rd
- Members of the committee will be in attendance to review the responses with the Selectboard and recommend next steps.
  - If the Selectboard is comfortable with one of the quotes, the Selectboard to authorize TA Jenkins to contract with the vendor for the project via motion.

<b>Town of East Montpelier            2024 Center, Sodom, Haggett, Brazier, Lyle Roads Ash Tree Management Project            Results of Contractor Bid Process            Bid Opening March 15, 2024</b>					
<b>Bidder</b>	<b>Date Received</b>	<b>Project 1</b>	<b>Project 2</b>	<b>Project 1 + Project 2</b>	<b>Bid Total</b>
Foxfire Tree Care	03/7/2024	\$ 44,800	\$ 41,800	\$ 86,600	\$ 86,600
Snapping Turtle Tree Works	03/7/2024	\$ 26,200	\$ 30,750	\$ 56,950	\$ 50,000
Thomson Timber Harvesting & Trucking	03/7/2024	\$ 59,000	\$ 53,000	\$ 112,000	\$ 102,000
Chippers Inc. - A Davey Company	03/11/2024	\$ 95,500	\$ 102,500	\$ 198,000	\$ 195,000
Marshfield Tree Service	03/13/2024	\$ 38,350	\$ 43,130	\$ 81,480	\$ 81,480
Berry's Forest Products	03/14/2023	\$ 22,825	\$ 22,825	\$ 45,650	\$ 45,650
Treeworks	03/15/2024	\$ 43,680	\$ 53,760	\$ 97,440	\$ 97,440
Matt Foster Logging & Tree Service	03/15/2024	\$ 27,648	\$ 26,344	\$ 53,992	\$ 53,992
Alexander Tree Service	03/15/2024	\$ 28,800	\$ 26,700	\$ 55,500	\$ 50,000
LG Ferno Forest Products	03/15/2024	\$ -	\$ -	\$ -	\$ 46,600

Note: The total of the 2 projects is presented along side the bid total included on the bid proposal.

**Town Treasurer Report**

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

**Consideration of New Vendor for Town Online Pay Portal**

- Business Manager/Town Treasurer will be in attendance to present proposal to change vendors for online electronic payments,

**Consideration of Bid Responses for Local Hazard Mitigation Planning Services**

- Selectboard to consider responses received from the LHMP RFP.

- If the Selectboard is comfortable with one of the bid responses, the Selectboard to authorize TA Jenkins to contract with the selected vendor via motion.

<b>2024 Local Hazard Mitigation Planning Services  Results of Contractor Bid Process  Bid Opening March 14, 2024</b>		
<b>Bidder</b>	<b>Date Received</b>	<b>Total Price</b>
OPH Consulting	03/11/2024	\$ 8,900
Central Vermont Regional Planning Commission	03/13/2024	\$ 9,434
Seam Solutions	03/14/2024	\$ 9,600
Threat Owl	03/14/2024	\$ 8,850

**Review of Letter from East Montpelier Fire Department**

- Selectboard to review letter from EMFD dated February 24, 2024 requesting that the town remove equipment from Fire Station One, Templeton Road, by April 1, 2024.
  - The letter refers to the MOU dated March 5, 2014 between EMFD and the town for the town to store equipment in the building.
  - The latest MOU in the town agreements was executed August 28, 2015 by EMFD and September 21, 2015 by East Montpelier. The MOU states that EMFD agreed “to provide at least one year’s notice” to request the town remove the town’s equipment from the space.
- Selectboard to discuss request and agree on next steps.

**Town Meeting Review**

- Town Clerk Laquerre has provided 2 versions of the Town Meeting minutes for Selectboard review.
- The Selectboard to review both sets and decide if they would prefer the short or long versions. The selected version is to be signed by all members in attendance.

**Appointments [Potential Executive Session]**

**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.

- Document provided for Selectboard review of Open Appointments, Proposed Appointments, Appointments to be Reviewed/Discussed, Active Appointments and Appointments by Position.
- Jon Jewett is the current CVSWMD Town Representative. Jon has agreed to continue representing the town unless someone else is interested. The Selectboard to decide whether to retain Jon Jewett or appoint another interested individual or Selectboard member. The form is to be signed by the Selectboard Chair.

**Warrants**

- **March 18, 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**

- The Selectboard to discuss the potential to request Chase & Chase perform a survey and potential Boundary Line Adjustment for the town garage project.
  - If the Selectboard wants a survey completed, the Selectboard to agree to authorize TA Jenkins to get the town on Chase & Chase’s schedule for the survey.
- FEMA Update
  - TA Jenkins will prepare an update for the next Selectboard meeting with a status of FEMA.
    - The FEMA Public Assistance Program Delivery Manager (“PDMG) that has been assigned to East Montpelier has resigned from FEMA. His last day is April 12th. TA Jenkins will provide the new FEMA contact once available.
- Sanders Circle
  - The H&H study is complete for Sanders Circle. Below is the email I received from DeWolfe Engineering:
    - “Attached is our hydraulics report for the Sanders Circle culvert replacement. Based primarily on meeting Vermont Stream Alteration requirements, we are recommending a culvert with a 14’ span. Either a concert box culvert or metal arch culvert would be appropriate. I assume that you will need to provide this to FEMA for review, is that correct? The next step will be to reach out to culvert manufacturers to obtain budget pricing to assist the Town in selecting a culvert design to proceed with. Let me know if you think that FEMA may have comments that could significantly change the design. If so, we may want to wait for their comments before proceeding.”
    - TA Jenkins sent the H&H Study to FEMA and requested that DeWolfe proceed with the design and pricing. Based on past conversations with FEMA, the study is required but FEMA has not indicated that they request design changes.
    - The H&H Study is provided for Selectboard review.
  - There have been 2 permit applications since the last report.
    - 24-003: 0 Coburn Rd – Construction of a new residence.
    - 24-004: 450 Fitch Rd – Revision to previously approved subdivision #20-020.
    - 24-005: 275 Pine Ridge Rd – Construction of a new residence.
- Meeting Schedule:

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
July 1, 2024	6:30 p.m.	Regular Meeting Date
July 15, 2024	6:30 p.m.	Regular Meeting Date

**Personnel Matter**

**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.

- Consideration of Town Administrator Candidates [Probable Executive Session]