

## Minutes for the East Montpelier Selectboard

# Approved 4/1/24

### March 18, 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, Scott Hess, Tom Brazier, Town Administrator (“TA”) Gina Jenkins

**Remote SB Attendance:** Zoe Christiansen, Town Treasurer Michelle Pallas, Town Clerk Rosie Laquerre

**In-Person Public Attendance:** Orca Media

**Remote Public Attendance:** Andy Shapiro via speaker phone

Chair Gardner called the meeting to order at 6:33 p.m.

#### **Additions to the agenda:**

-Request from Recreation Board for use of EM recreation field

**Minutes:** No minutes to review

#### **Town Garage Project Owners Representative**

Consideration of Contract with VISCC LLC, Representatives from VIS Construction Consultants attended to discuss engagement to provide Owner’s Representative Services for the town garage project.

**Motion:** Select-board to authorize TA Jenkins to sign the contract provided by VISCC LLC. Made by Mr. Brazier Second: Mr.Etnier. Passed unanimously.

#### **Selectboard Rules of Transaction**

**Motion:** To accept the 2024 rules of transaction as put forth with the amendment of the most recent edition of Roberts Rules. Made by Mr. Hess Second: Mr. Brazier

#### **Selectboard Organization**

**Motion:** To nominate Mr. Gardner for Chair of the Selectboard. Made by Mr. Hess. Second: Ms. Christiansen Passed 4-1, Mr. Gardner recused.

**Motion:** To nominate Ms. Christiansen for Vice Chair of the Selectboard. Made by Mr. Etnier. Second: Mr. Hess. Passed 4-1, Ms. Christiansen recused.

Mr. Hess would like recorded in the minutes a great thank you to Mr. Etnier for his excellent service as Vice Chair.

**Motion:** To have chair and vice chair authorized to sign payroll and warrants, the vice chair as an alternate. Made by Mr. Etnier Second: Mr. Hess. Passed Unanimously.

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

Because town holds easement in conjunction with land trust, it is thought the selectboard needs to be consulted. Topic to be discussed at a future meeting.

**Town Treasurer Report Business Manager/Town** Treasurer Pallas provided a report and the monthly financial reporting package for Selectboard review. Nothing new to report, financials are good, nothing is jumping out.

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

**Motion:** To authorize the town treasurer to engage Municipay for our new vendor for no more than 5 years.

Made by: Mr. Hess Second: Mr. Brazier. Passed Unanimously.

Discussion: Mr. Hess- will this affect the taxpayer? Treasurer Pallas: this won't look any different or be different for customers.

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

Of the submitted bids, Central Vermont Regional Planning Commission was selected.

The SB has worked with CVRP in the past, and CVRP's bid is within the \$9700 plus or minus from grants to use for this contract.

**Motion:** to authorize TA Jenkins to contract with CVRP for Hazard Mitigation planning services. Made by: Mr. Etnier Second: Mr. Hess. Passed unanimously.

**Consideration of Bid Responses 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, and 178 trees from Brazier Rd and Lyle Young Rd. They recommended the services of Berry's Forest Products based on equipment methods and price.

**Motion:** To authorize TA Jenkins to contract with Berry's Forest Products for the removal of 192 trees from Center Rd, Sodom Pond Rd and Haggett Rd, and 178 trees from Brazier Rd and Lyle Young Rd. Made by Ms. Christiansen. Second: Mr. Etnier. Passed Unanimously.

Mr. Cueto notes that there are a few extra trees beyond specifications, and so amended to up to \$46,650.

**Town Meeting Review** Town Clerk Laquerre has provided 2 versions of the Town Meeting minutes for Selectboard review. Explained that there were details provided in the long version truncated in short

version. It was agreed to table the subject and wait until a future date when details could be edited in order to accept the long version of the minutes.

**Appointments:**

Motion: To adopt the slate of proposed appointments as presented. Made by: Mr. Etnier. Second: Mr. Hess

**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.

Road foreman Guthrie Perry was present remotely to discuss the difficulties in fitting in more equipment, because much of the Town Garage’s equipment also needs to be inside during cold weather. There will be ongoing work to try and accommodate the fire department and garage.

**Consideration of Adamant Ash Trees**

Motion: To authorize TA Jenkins to sign an application for a \$7000 grant for ash tree removal in Adamant. Made by: Mr. Brazier. Seconded: Mr. Etnier.

**Town Treasurer Report**

The Selectboard agreed to request Chase & Chase to perform a survey and potential Boundary Line Adjustment for the town garage project.

- 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.

There have been 2 permit applications since the last report.

**Personnel Matter If Executive Session Desired:**

Motion: 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. Made by: Mr. Hess. Second: Mr. Etnier. Passed unanimously. Emerged from Executive session at 8:58, no action taken.

**Warrants**

The March 18, 2024 Regular Expense Warrant was approved via signature of all the in-person SB members.

**Request from Recreation Board for use of EM recreation field**

Motion: To approve use of EM recreation field for summer soccer camp. Made by: Mr. Hess.

Second: Mr. Brazier. Passed unanimously.

**Motion: To adjourn.**

Made by Ms. Christiansen, second by Mr. Etnier. Passed unanimously. Adjourned at 9:00 p.m.

Respectfully submitted by Zoe Christiansen.

**Town of East Montpelier  
Proposed Appointments  
March 18, 2024**

Proposed Appointments
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Notes

- E-911 Coordinator
  - Mikaela Engert Term End: Jun-24
- Emergency Management Coordinator
  - Toby Talbot Term End: Mar-25
- Town Health Officer
  - Zoe Christiansen Term End: Mar-27
- Second Town Health Officer
  - Rachael Grossman Term End: Mar-25
- Central VT Regional Planning Commission
  - Regional Planning, Transportation Advisory Committee Rep
    - Adam Stanforth Term End: Mar-25
  - Regional Planning, Town Representative Alternate
    - Clarice Cutler Term End: Mar-25
- First Constable
  - Jon Boucher Term End: Mar-25
- Town Service Officer
  - Rachael Grossman Term End: Mar-25
- Animal Control Officer
  - Amber Perry Term End: Mar-25
- Second Emergency Management Coordinator
  - Jon Boucher Term End: Mar-25
- Town Tree Warden
  - Paul Cate Term End: Mar-25
- Central VT Solid Waste District Representative
  - Jon Jewett Term End: Mar-25
- Regional Emergency Management Committee
  - Regional Emergency Management Committee, Town Rep
    - Seth Gardner Term End: Mar-25
    - Jon Boucher Term End: Mar-25
- Four Corners Schoolhouse Assoc. Rep
  - Carolyn Shapiro Term End: Mar-25
- CV Fiber, Central Vermont Internet Communications District
  - CV Fiber Governing Board, Town Representative
    - Tom Fisher Term End: Mar-25
  - CV Fiber Governing Board, Town Rep Alternate
    - Nik Khosla Term End: Mar-25
- Development Review Board
  - Clarice Cutler Term End: Mar-27
  - Mark Lane Term End: Mar-27
  - Glenn Weyant Term End: Mar-27
- Cemetery Committee
  - Rosie Laquerre, Town Clerk Term End: Mar-25
  - Mark Lane Term End: Mar-25
  - Jon Boucher Term End: Mar-25
  - Emily Goyette Term End: Mar-25
  - Pam Biron Term End: Mar-25

**Town of East Montpelier  
Proposed Appointments  
March 18, 2024**

Capital Improvement Committee

- Ed Deegan Term End: Mar-25
- Michele Pallas Term End: Mar-25
- Kim Watson Term End: Mar-25
- Scott Hess Term End: Mar-25
- Don Welch Term End: Mar-25

Funding Request Study Committee

- Paul Erlbaum Term End: Mar-25
- Ginny Callan Term End: Mar-25
- Alison Underhill Term End: Mar-25
- Sarah Kinter Term End: Mar-25

Forest Committee

- Mark Lane Term End: Mar-27

Recreation Board

- Kate Bean Term End: Mar-27

<b>Open Appointments</b>
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Notes

Central VT Regional Planning Commission

Regional Planning, Town Representative

- Open Term End: Mar-25

Recreation Board

- Open-Youth Member Term End: Mar-26

Deputy Town Tree Warden

- Open Term End: Mar-25

Cemetery Committee

- Open Term End: Mar-25

Capital Improvement Committee

- Open Term End: Mar-25

Funding Request Study Committee

- Open Term End: Mar-25

East Montpelier Village Committee

- Open Term End: No Term

Recreation Board

- Open Term End: Mar-27
- Open Term End: Mar-27

<b>Active Appointments</b>
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Notes

Town Treasurer

- Michele Pallas Term End: Jun-24

Town Clerk

- Rosie Laquerre Term End: Jun-24

Collector of Current Taxes

- Michele Pallas Term End: Jun-24

Collector of Delinquent Taxes

- Michele Pallas Term End: Jun-24

Assistant Town Clerk

**Town of East Montpelier  
Proposed Appointments  
March 18, 2024**

<ul style="list-style-type: none"> <li>● Patricia Canada</li> </ul>	Term End: Jun-24
Assistant Town Treasurer	
<ul style="list-style-type: none"> <li>● Patricia Canada</li> </ul>	Term End: Jun-24
Zoning Administrator	
<ul style="list-style-type: none"> <li>● Mikaela Engert</li> </ul>	Term End: Jun-24
Road Commissioners	
<ul style="list-style-type: none"> <li>● Seth Gardner</li> </ul>	Term End: Jun-24
<ul style="list-style-type: none"> <li>● Gina Jenkins</li> </ul>	Term End: Jun-24
Town Fire Warden	
<ul style="list-style-type: none"> <li>● Ty Rolland</li> </ul>	Term End: Jun-24
Cemetery Sexton	
<ul style="list-style-type: none"> <li>● James Mangan</li> </ul>	Term End: Jun-24
Green Up Co-Coordinator	
<ul style="list-style-type: none"> <li>● Erin Borland</li> </ul>	Term End: Mar-25
Wrightsville Beach Recreation District Rep.	
<ul style="list-style-type: none"> <li>● Kim Kendall</li> </ul>	Term End: Sep-25
Development Review Board	
<ul style="list-style-type: none"> <li>● Steve Kappel</li> </ul>	Term End: Mar-26
<ul style="list-style-type: none"> <li>● Kim Watson</li> </ul>	Term End: Mar-26
<ul style="list-style-type: none"> <li>● Jeff Cueto</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Steve Justis</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Norman Hill</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Nikhil "Nik" Khosla</li> </ul>	Term End: Mar-26
Energy Committee	
<ul style="list-style-type: none"> <li>● Andy Shapiro</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Ben McCall</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Austin Cate</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Emily Levin</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Stephen Miracle</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Daniel Costin</li> </ul>	Term End: No Term
Resilient Roads Committee	
<ul style="list-style-type: none"> <li>● Jeff Cueto</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Guthrie Perry</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Paul Cate</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Mark Lane</li> </ul>	Term End: No Term
<ul style="list-style-type: none"> <li>● Steve Justis</li> </ul>	Term End: No Term
Forest Committee	
<ul style="list-style-type: none"> <li>● Paul Cate</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Colin Blackwell</li> </ul>	Term End: Mar-25
Conservation Fund Advisory Committee	
<ul style="list-style-type: none"> <li>● Bruce Howlett</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Nora Duane</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Hannah Phillips</li> </ul>	Term End: Mar-25
<ul style="list-style-type: none"> <li>● Brian Lusignan</li> </ul>	Term End: Mar-26
<ul style="list-style-type: none"> <li>● Ginny Callan</li> </ul>	Term End: Mar-26
Recreation Board	
<ul style="list-style-type: none"> <li>● Jack Zeilenga</li> </ul>	Term End: Mar-25

**Town of East Montpelier  
Proposed Appointments  
March 18, 2024**

- Darci Coleman-Graves Term End: Mar-25
- Bob Fitch Term End: Mar-26
- Ashley Demers Term End: Mar-26
- Karin Coiffi Term End: Mar-26
- Nick Van Den Berg Term End: Mar-26

**East Montpelier Village Committee**

- Michelle McFadden Term End: No Term
- Bob Morey Term End: No Term
- Jean Vissering Term End: No Term
- Open Term End: No Term

**Town Charter Committee**

- Edie Miller Term End: No Term
- Michael Duane Term End: No Term
- Norman Hill Term End: No Term
- Richard Brock Term End: No Term
- Carl Etnier Term End: No Term
- Jack Pauly Term End: No Term
- Ed Deegan Term End: No Term
- Karen Gramer Term End: No Term
- Kim Watson Term End: No Term

**Emergency Preparedness Committee**

- Rachael Grossman Term End: No Term
- Renee Kievit-Kylar Term End: No Term
- Patty Giavara Term End: No Term
- Lydia Faesy Term End: No Term

<b>Appointments by Position</b>
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Notes

**Emergency Management Committee**

- Selectboard Term End: No Term
- PC Chair Term End: No Term
- PC Vice Chair Term End: No Term
- EMFD Chief Term End: No Term
- EMC's Term End: No Term
- Town Administrator Term End: No Term
- Road Foreman Term End: No Term

**Emergency Management Director**

- SB Chair Term End: No Term
- SB Vice Chair Term End: No Term

<b>Positions Eliminated</b>
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Notes

Revolving Loan Fund Advisor  
State Police Community Advisory Board

*RLF closed, so no need for advisor.  
2 positions eliminated due to inactive board.*