

**Town of East Montpelier
Selectboard Memo
April 22, 2024 SB Meeting**

Additions to the Agenda

- None

Consideration of Request from Sibley Farm Regarding Historic Barn Proposed Activities

- Discussion event hosting at Sibley Farm.

Discussion on Village Center Traffic Demonstration Study

- Adam Stanforth, East Montpelier CVRPC TAC Representative, will be in attendance to discuss the potential for CVRPC to perform a traffic study in the village center. Mr. Stanforth would like to discuss the potential project with the Selectboard to gauge interest in a summer project to paint narrower lines, use reflective tape or add vertical elements to the area to see how it affects the speed of cars.

Consideration of Local Emergency Management Plan (LEMP)

- The annual Local Emergency Management Plan (LEMP) is presented for Selectboard review and approval.
- If the Selectboard is comfortable with the LEMP as presented, the LEMP Municipal Adoption Form is to be signed by Road Commissioner Jenkins and Chair Gardner.
 - Please note that one must have completed the ICS402 or ICS100-IS-100 training to sign the document. Road Commissioner Jenkins completed the ICS-100 training and is eligible to sign the document on behalf of the town.

Consideration of Energy Committee Statement

- Energy Committee provided a statement for the Selectboard to consider as the “charge” for the committee.
- If the Selectboard is comfortable with the statement, the Selectboard to adopt the statement via motion.

Appointment

- Selectboard to consider appointment of Stephanie Minor to the Recreation Board.
 - If the Selectboard is comfortable with the appointment, the Selectboard to appoint Stephanie Minor to the Recreation Board via motion.

Consideration of Liquor Licenses

- The following licenses are presented for Selectboard consideration:
 - Fontaine Meadows – Second Class Liquor License
 - C.P. Dudley Store
 - Second Class Liquor
 - Tobacco
 - Tobacco Substitute
 - Fox Market
 - First Class Liquor
 - Second Class Liquor
 - Outside Consumption Liquor
 - If the Selectboard is comfortable with the license applications, the Selectboard to authorize Town Clerk Laquerre to approve the applications for further processing.

WEC Annual Meeting Voting Authorization

- WEC Annual Meeting is May 2, 2024. Mailed ballots must be received by the Barre Post Office by 1:00 p.m. on May 1, 2024.
- The Selectboard is to select up to 3 directors from the following individuals. The candidates’ policy statements have been provided for Selectboard consideration. The Selectboard may also choose to write-in candidates.
 - Stephen Knowlton
 - Olivia Campbell Andersen
 - Richard Rubin
 - Ian Buchanan
 - Pat Barnes

EMFD Meeting Update

- Discussion on Committee to Propose Changes to EMFD Contract

July 2023 Storm Update/FEMA Update

- A summary of the town’s projects recorded with FEMA is below:

FEMA Project #	FEMA Project Title	FEMA Damage #	Name of Damage	Road Name
730555	Emergency Protective Measures	1346371	Horn of the Moon Emergency Work	Horn of the Moon Rd.
		1346372	Sodom Pond Road Culvert - Temporary Fix	Sodom Pond Rd.
		1349381	Sparrow Farm Rd Temporary Culvert	Sparrow Farm Rd.
730557	Horn of the Moon Rd and Culvert	1346373	Horn of the Moon near Sanders (Long Meadow Brook) Culvert	Horn of the Moon Rd.
		1346374	Horn of the Moon Road Damage	Horn of the Moon Rd.
		1346375	Horn of the Moon Culvert	Horn of the Moon Rd.
730602	Jacobs Rd	1346376	Jacobs Road Culvert	Jacobs Rd.
		1346377	Jacobs Road Damage	Jacobs Rd.
730603	Sanders Circle Culvert	1346378	Sanders Circle Culvert	Sanders Circle
730606	Road 1	1346379	Sanders Circle at Taylor Road Damage	Sanders Circle
		1346380	Upper North Street Culvert	North St.
		1346381	North Street Damage	North St.
		1346384	Foster Road Bridge Erosion	Foster Rd.
		1346386	Factory Street Damage	Factory St.
		1346389	Gould Hill Road Damage	Gould Hill Rd.
		1346390	Hammett Hill Culvert, Road Damage	Hammett Hill Rd.
		1346391	Coburn Road Damage	Coburn Rd.
1346393	Brazier Road Culvert, Road Damage	Brazier Rd.		
730608	Sparrow Farm Rd Culvert	1346382	Sparrow Farm Culvert	Sparrow Farm Rd.
730609	Sodom Pond Rd Culvert	1346385	Sodom Pond Road Culvert Replacement	Sodom Pond Rd.
730610	<i>Guyette Rd Culvert</i>	<i>1346388</i>	<i>Guyette Road Culvert</i>	<i>Guyette Rd.</i>
730611	Muddy Brook Rd	1346392	Muddy Brook Road Wash Out	Muddy Brook Rd.
730612	Roads 2	1346383	Fitch Road Damage, Culvert Replacement	Fitch Rd.
		1346387	Guyette Road Road Damage	Guyette Rd.
		1346394	Murray Rd Clogged Culvert	Murray Rd.
		1346395	Bliss Rd Clogged Culvert	Bliss Rd.

Note: Project 730610, Guyette Rd Culvert, removed from FEMA scope.

- A schedule of the town’s projects and costs has been presented for Selectboard review.
- The completed project narratives have been provided for Selectboard review.
- To date, the town has submitted \$80,226.48 in expenditures to be reimbursed.
- Project 730612 with \$28,097.12 expended to date and \$33,619.25 in estimated additional expenses has been submitted to FEMA. FEMA has not yet defined how they plan to proceed with incomplete projects with estimates to complete. This project narrative has been provided for Selectboard review.
- Remaining projects to be submitted are as follows with a brief description of the status:
 - 730557 – Horn of the Moon Rd and Culvert – This project is for the damage throughout Horn of the Moon Rd. Remaining work to be completed include refinishing road surface with gravel, replacement of 2 additional culverts and replacement of damaged guardrail.
 - 730603 – Sanders Circle Culvert – This project is currently being designed by DeWolfe Engineering. Once the design is complete, it will be submitted to FEMA for estimate. FEMA will base the town’s reimbursement on their estimate. The town will need to draft a RFP and bid the project to hire a contractor for the work.
 - 730608 – Sparrow Farm Rd – This project is the replacement/upsized of the culvert on the road. The work will be performed by the road crew.
 - 730609 – Sodom Pond Rd Culvert - This project is currently being designed by Dubois & King, Inc. Once the design is complete, it will be submitted to FEMA for estimate. FEMA will base the town’s reimbursement on their estimate. The town will need to draft a RFP and bid the project to hire a contractor for the work.

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.

- Discussion on Road Crew Staffing
- Discussion on Town Office Staff Inclement Weather Policy
 - Draft of proposed policy to establish structure around office closures for inclement weather is presented for Selectboard consideration.
 - If the Selectboard is comfortable with the policy, the Selectboard to adopt the policy via motion and sign the document for publication.

Warrants

- **April 22, 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

- Welcome to Jennifer Devine, East Montpelier Town Administrator!
 - Outgoing TA Jenkins and TA Devine have been training since Ms. Devine’s start on April 17th.
- The Permit Report for the time period of March 29th through April 18th has been provided for Selectboard review.
- The dates below in the meeting schedule include adjustments for September due to the Labor Day holiday. The proposed meeting dates are September 9th and September 23rd. The Selectboard to review their calendars and agree on meeting dates in September.
- Meeting Schedule:

May 6, 2024	6:30 p.m.	Regular Meeting Date
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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
August 5, 2024	6:30 p.m.	Regular Meeting Date
September 9, 2024	6:30 p.m.	Special Meeting Date
September 23, 2024	6:30 p.m.	Special Meeting Date