

**Town of East Montpelier
Selectboard Memo
Oct 07, 2024, SB Meeting**

Possible additions to the Agenda

- Fire Chief, Albert Petrella, requested to discuss the purchase of an ambulance. One of the ambulances has been out of service for approximately 3 weeks. They think they know what's wrong and they had their other ambulance go down during this time. Please see quote provided by the Chief. (Possible Motion)
- Grand List Error & Omission Form - Authorize Town Clerk to sign & SB to sign (Possible Motion)
- Work in Public Right of Way Application- 1680 North St.- RF& SB to Sign

Review Minutes:

- Sept 9 & Sept 23 Minutes

Town Clerk Discussion on Security

The Elections Office is emphasizing the need for security at town offices and polling places. Town Clerks in rural areas of the country received a \$5,000 grant from the Center for Tech & Civic Life this fall to increase security and purchase election supplies. I would like to propose the following approach to increasing security at the town office using these funds:

- Purchase and install a camera system so that the interior (lobby) and exterior of the building can be viewed. We are required to have a camera on the ballot drop box since it is not in the Town Clerk's "line of sight".
- Changing the codes on the outer doors. Occasionally, the front door is unlocked when we arrive at the office on Monday mornings. The existing codes have been used for the last 8+ years and many people have them. We would like to assign new codes to all groups that use the building during the evening and others who enter the building during the evening and weekend hours. The Town Administrator has an app on the town cell phone that records this information.
- Consider options for a window of some kind that physically separates the staff in the Clerk's office from those entering the lobby that feels welcoming and allows for the ability to hear people clearly.

Rationale:

- A recent walk-through by the Center Cybersecurity & Infrastructure Security Agency found our office lacking in basic security.
- In recent years, there has been a rise in threatening and abusive behavior by visitors in municipal offices in Vermont in general, not just during election cycles. We have evidence of drug activity in the Park & Ride across the road. The staff here would feel more comfortable with some basic security measures.
- The office has experienced significant turnover over the last 2-3 years.
- During tax season, we sometimes have large amounts of cash on hand.
- This discussion has occurred informally for several years. It seems like the grant is a good opportunity to put these systems into place.

- The pricing of security systems has come down significantly over the last several years, making it more affordable.

Additional October Town Garage Forum or Harvest Fest Planning Discussion

- Saturday, October 12th, 2024, Event
 - 10:00am- Pie Contest
 - 11:00am-12:30pm - Garage Presentation & Pie Contest Winner Selected by 3 Judge Panel,
 - 12:30pm- Free Lunch
- Decide Logistics: Food, Who is planning on coming, Determine 3 judges, etc.

Discussion on Horn of the Moon Design RFP Approval (Possible Motion)

- 2024 Storm Disaster- TA to put out an RFP for Engineering /Design Permanent Fix (Possible Motion)

Discussion on Hudson House Demo & Abatement RFP Approval (Possible Motion)

- Initial quote was provided at previous SB Meeting
- Need to decide the plan
- TA to put RFP out for that plan to move forward (Possible Motion)

Warrants

- **Oct 07, 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

- Sanders Circle Construction to start week of Oct 7th, 2024
- Towne Hill Paving to start - Running One Lane Traffic
 - Milling/ Cold Planning - Monday 10/7/24- 10/9/24
 - Paving- 10/22/24-10/24/24
 - Shoulders- 10/28/24
- Funding Request Study Committee Applications- Due Oct 11th, 2024
- Reminder - Emergency Preparedness Committee Meeting Thurs, Oct 10th, 2024, 4pm-6pm- Updating LHMP
- Reminder - Town Garage Harvest Fest is Saturday, Oct 12th, 2024, 10:00am Pie Contest, 11-12:30pm Garage Presentation & Pie Contest Winner Selected by a 3 Judge Panel, 12:30pm Free Lunch
- Reminder - Town Garage Tour is Saturday, Nov 2nd, 2024, 8:30am- 9:45am light refreshments will be provided at the Town Garage and at 10:00am Town Garage Forum at the Elementary School
- Reminder- Vote on Town Garage is Nov 5th, 2024, 7:00am-7:00pm

Meeting Schedule:

October 7, 2024	6:30 p.m.	Monday, Regular Meeting Date
October 10, 2024	4:00 p.m.	<i>Fyi...Thursday, LHMP Meeting in conjunction with Emergency Preparedness Committee Meeting at 4CSH</i>
October 12, 2024	10:00 a.m.-12:30p.m.	Saturday, Town Garage Meeting/Festival 10:00am- Pie Contest 11:00am-12:30pm Garage Presentation & Pie Contest Winner Selected by 3 Judge Panel, 12:30pm Free Lunch
October 21, 2024	6:30 p.m.	Monday, Regular Meeting Date
November 2, 2024	8:30 a.m.-9:45 a.m.	Saturday, Town Garage Tour with light refreshments at the Town Garage
November 2, 2024	10:00 a.m.	Saturday, Town Garage Forum at Elementary
November 4, 2024	6:30 p.m.	Monday, Regular Meeting Date
November 5, 2024	7:00 a.m.- 7:00 p.m.	Tuesday, Voting Day- (includes Town Garage Vote)
November 18, 2024	6:30 p.m.	Monday, Regular Meeting Date
December 2, 2024	6:30 p.m.	Monday, Regular Meeting Date
December 16, 2024	6:30 p.m.	Monday, Regular Meeting Date