

Additions to the Agenda

1. The Listers have requested signature on the Grand List Extension Request Form.

Review Minutes:

- May 4, 2026, Selectboard Meeting and May 11, 2026, Selectboard Special Meeting

Law Enforcement Contract (Possible Motion)

This is the annual contract requiring signature.

Discuss Recreation Shelter Bid (Possible Motion)

We have one bid from Timeless Timber Works LLC. for total ranging between \$57,950-\$64,950. The Recreation Board recommends selecting this bid because they are satisfied with the bid and would like to start this project this summer.

Discuss Town Grants Policy (Possible Motion)

The CDBG Grantor requested more details on how the Town handles grant funds, everyday cash transactions, writing checks, the approval process, and the warrant process. But East Montpelier already has several of those policies. Our Accounting, Auditing & Financial Reporting Policy, Cash Receipts Policy, Fraud Prevention Policy, and Purchasing Policy together cover of that/ everyday cash transactions, check handling, and financial controls. And on the warrant process specifically: this is actually governed by Vermont statute. Specifically, the sections covering the Selectboard's authority to draw orders on the treasurer. Because this is a statutory requirement for all Vermont municipalities, East Montpelier may not have a standalone policy on it. That said, to satisfy the grantor's request, perhaps the Town could send an official note along the lines of: "The Town of East Montpelier follows the Vermont statutory warrant process, whereby the Selectboard reviews and approves all warrants, including any orders for payment related to grant funds, prior to the Treasurer issuing payment, in accordance with 24 V.S.A., the sections governing the Selectboard's authority to draw orders upon the treasurer." And East Montpelier's practice is what the statute outlines.

The one real gap is a grants administration policy, which tend to be the most common area municipalities are missing. The grants policy would cover tracking funds separately, the draw-down process, reporting, and compliance. Unfortunately, VLCT does not have a model grants policy or procedure. Below are sample documents from other municipalities:

- Town of Richmond, VT: [Grant-Management-Procurement-Policy-2019.pdf](#)
- South Lake Tahoe, CA: [Financial Management Grant Funding and Compliance Policy.pdf](#)
- Bay County, FLA: [Grants Management Handbook](#)
- City of Pasadena, CA: [Grants Management Policy and Procedures](#)

A grants administration policy is not strictly required by federal rules, but many state and federal agencies ask for one as documentation of compliance with 2 CFR 200.302 (Financial Management). The Richmond, VT example, might be the most relevant starting point given it's similarly sized and in

Vermont and Randolph, VT has a recommended one as well. A drafted grant policy for East Montpelier has been provided for the Selectboard consideration.

Bike Pedestrian Grant Scoping Study Application (Possible Motion)

Erin Clark requested the town submit a 2026 VTrans Scoping Bicycle and Pedestrian Grant Application due June 12, 2026, to improve the safety of students biking and running on Gallison Hill Rd between Towne Hill Rd and U32 middle and high school. This would be \$60k with a \$12k match.

Treasurer Report February Financials

- We have received over \$2.3M in tax payments just in May 2026.
- As of 05/13/26, delinquent year's taxes are at \$92,395, which is considerably lower than previous years!!! For comparison, prior years were: 05/19/25 at \$206,924 05/19/24 at \$225,480 05/19/23 at \$236,032
- Further, after we pay the Washington Central Unified School District their remaining educational share (\$2.8M), | will reassess our financial standing and will most likely be looking to safely reinvest around another \$500,000.
- Feb 2026 financials: We are in an excellent financial position. We are continuing to earn decent interest on the Osaic investments (\$46,148) and also on the US Bank bond account (\$80,711) this fiscal year to date.

Discuss Vermont Council on Rural Development Community Visit Process (Possible Motion)

The Planning Commission requests that the Selectboard review and authorize the town's participation in the Vermont Council on Rural Development (VCRD) Community Visit Process. At the May 7, 2026, East Montpelier Planning Commission Meeting, the Planning Commission unanimously voted to recommend to the Selectboard to consider and/or authorize that East Montpelier invites the Vermont Council on Rural Development to East Montpelier for their "Community Visit" process. The Planning Commission believes that this process would be very beneficial to the town, to identify community priorities and also to build community engagement. The Planning Commission understands that there is currently a two year wait for such visits, but our perspective is that it will still be a valuable process, and it will benefit us to get on the list soon.

A two-pager about the process and more information is available at the following link:

<https://www.vtrural.org/community-visits/process/>

Discuss EMFD (Possible Executive Session)

Discuss Town Garage Budget, Security Contract & Network Stack Quote (Executive Session)

Discuss Town Lawn Maintenance Contract (Possible Executive Session)

The current town contract expired.

Warrants

- May 18, 2026, Expense Warrant

Town Administrator Report

- **MPG & CDBG Grants-** Contracts are being drafted with SE Group prior to kick off meeting.
- **Recruiting** – Constable, 2 Animal Control Offices, Minutes Taker for PC and DRB.
- **EECBG DREAM Grant** – The Grant Agreement Addendum for \$23,758.00 was signed 5/11/26.
- **Town Garage Ribbon Cutting** – July 25, Saturday at 10am.
- **May 19, 2026, Tues, 6-7pm Emergency Preparedness Training at EMFD.**
- **June 1, 2026-** Start date of new Municipal Coordinator.

Meeting Schedule:

June 1, 2026	6:30 p.m.	Monday, Regular Meeting Date
June 15, 2026	6:30 p.m.	Monday, Regular Meeting Date
July 6, 2026	6:30 p.m.	Monday, Regular Meeting Date
July 20, 2026	6:30 p.m.	Monday, Regular Meeting Date
Aug 3, 2026	6:30 p.m.	Monday, Regular Meeting Date
Aug 17, 2026	6:30 p.m.	Monday, Regular Meeting Date
Sept 7, 2026	HOLIDAY	Labor day, 1 st Monday of the Month
Sept 14, 2026	6:30 p.m.	Monday, Special Meeting Date, 2 nd Monday of the Month
Sept 28, 2026	6:30 p.m.	Monday, Special Meeting Date, 4 th Monday of the Month
Oct 5, 2026	6:30 p.m.	Monday, Regular Meeting Date
Oct 19, 2026	6:30 p.m.	Monday, Regular Meeting Date
Nov 7, 2026	5:30 p.m.	Monday, Regular Meeting Date
Nov 16, 2026	5:30 p.m.	Monday, Regular Meeting Date
Dec 7, 2026	5:30 p.m.	Monday, Regular Meeting Date
Dec 21, 2026	5:30 p.m.	Monday, Regular Meeting Date