



**TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM**

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, November 6, 2023

This meeting will be held both remotely and in person. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live streamed on the [Town GMATV YouTube Channel](#) when possible.
- **JOIN ONLINE:** [Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#)
- **MUTE YOUR MICROPHONE:** When not speaking, please mute your microphone on your computer/phone.
- **RAISE YOUR HAND:** Click on the hand button feature to request to speak.
- **PROVIDE FULL NAME:** Please provide your full name whenever prompted.

NOTE: Selectboard members will discuss the agenda items before opening the discussion to the public. Comments from the public on the agenda items will be taken for two minutes per person with each person being allowed to speak a second time after every one in attendance has had a chance to be heard. The Community Comment agenda item provides an opportunity for the community members to speak once, for two minutes each, to share their perspective with the Selectboard. For topics raised that are not on the agenda, the Selectboard may answer a question, but one should not expect a two-way dialogue or any actions to be taken. The Board will listen carefully to inform if the topic may be included in future agendas.

I. CALL SELECTBOARD MEETING TO ORDER

II. AGENDA CHANGES/ADDITIONS

III. APPROVE MINUTES

1. Approve minutes of 10-16-23 Public Hearing
2. Approve minutes of 10-16-23
3. Approve minutes of 10-23-23
4. Approve minutes of 10-25-23

IV. NEW BUSINESS

1. Approve Errors & Omissions Certificate
2. Discuss taking over Dr. Tinker Street as a town road
3. Approve buyout of 2284 Vermont Route 15 East due to flood
4. Decision on Zoning Bylaws 2023
5. Discuss Town Charter with Carrie Johnson
6. Approve a 3 year contract for Kofax software
7. Discuss Town Informational Meeting January 6, 2024
8. Discuss Annual Meeting mailing ballots
9. Delinquent Tax Sale
10. Adopt VT-Alert as a public safety notification system

11. Approve hiring full time Patrol Officer Jackson Caide Alberi-Schroeder

12. Discuss Meals/Refreshments at Joint Selectboard/Trustees Meeting

V. OLD BUSINESS

VI. APPROVE WARRANTS

VII. DEPARTMENT HEAD REPORTS

VIII. TOWN ADMINISTRATOR'S REPORT

IX. SELECTBOARD COMMENTS

X. COMMUNITY COMMENTS

XI. OTHER BUSINESS

1. Possible Executive Session - Labor, Legal, Personnel

XII. ADJOURN



SELECTBOARD MEETING MINUTES OF OCTOBER 16, 2023

Members: Judy Bickford, Don McDowell, Christopher Palermo, Laura Streets, Richard Craig

Absent:

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Dennis DiGregorio, Fire Chief; Tina Sweet, Finance Director; Sara Haskins, Town Clerk/Treasurer; Bill Mapes, EMS Chief; Tricia Follert*, Community Development Coordinator

PARTICIPANTS/GUESTS: Jamie Jared, Sheila Tarbox, Tom Cloutier, Tony Cote, Martin Green, Ron Stancliff, Laura Green, Etienne Hancock, Alexander Cyr, Jerry & Evelyn Throne, Uwanna Perras, Yon Perras, Susanna Burnham, Charles Burnham, Kathy Chaffee*, Nancy Dunavan*

**participating via Zoom*

CALL PUBLIC HEARING TO ORDER

Judy Bickford called the Public Hearing to order at 5:38PM at the Tegu Building.

1. PUBLIC NOTICE – WARNED HEARING

TOWN OF MORRISTOWN SELECTBOARD & VILLAGE OF MORRISVILLE TRUSTEES WARNED PUBLIC HEARING ON AMENDMENTS TO THE MORRISVILLE/MORRISTOWN ZONING AND SUBDIVISION BYLAWS

Via this notice, public hearings in Morrisville are warned for proposed changes to the Morrisville/Morristown Zoning & Subdivision Bylaws (referred to hereafter as “the Zoning Bylaws”). The Morristown Selectboard’s public hearing is scheduled for Monday 16 October 2023 at 5:30PM at the Morristown Municipal Offices in the Community Meeting Room at 43 Portland St (an electronic meeting option will also be available due to limited in-person meeting space via Zoom (<https://us02web.zoom.us/j/8103424528>)). The Morrisville Village Trustee’s public hearing is scheduled for Wednesday 18 October 2023 at 5:30PM at the offices of Morrisville Water & Light at 857 Elmore Street (an electronic meeting option will also be available due to very limited in-person meeting space via Zoom (<https://us02web.zoom.us/j/3702875578?pwd=NTNqWE96aVB2ajVMczg0L2dPdFJFQT09>)).

The Morristown Selectboard & Morrisville Village Trustees hereby provide notice of these public hearings being held so that the Zoning Bylaws may be revised pursuant to 24 VSA, Chapter 117: §4302, §4410-§4414, §4441, §4442 & §4444

Morrisville/Morristown Zoning and Subdivision Bylaws Table of Contents (abbreviated):

I. General Provisions / II. District Establishment and Regulations / III. Special Protection Areas / IV. General Regulations / V. Special Regulations & Provisions / VI. Administration and Enforcement / VII. Subdivision Application and Approval Procedure / VIII. Subdivision General Requirements and Design Standards / X. Definitions / XI. Zoning District Boundaries

Morrisville/Morristown Zoning Bylaws Statement of Purpose: To provide for orderly community growth, to provide for public health, safety and welfare, and to achieve the purposes set forth in the Vermont Municipal and Regional Development Act 24 VSA, Chapter 117, and the Town Plan.

The proposed amendments to the Morrisville/Morristown Zoning Bylaws are:

§204.4 – add specific waiver calculation language & clarify parking waiver

§204.5a – allow 1 or 2 new housing units as adaptive reuse of accessory buildings in HDR Zone

§204.5b – correct front setback in CB Zone, reduce front setback in MDR Zone, & revise COM Zone mixed use ground floor requirement

§206 – new Design Criteria requirements for duplexes, new MDR Zone jurisdiction, and various subsection edits for architectural repetition, cladding, front porches, garages, public entrances, outside space, & parking.

§207 – clarify applicable streets that fall under Historic Preservation Criteria, and include Park Street

§320 – needed floodzone rule changes, & add allow Town listed values for substantial damage & improvement

§426.2 – edits will allow ponds to be shared across property lines

§450 – clarify that parking rules also pertain to private roads & reduce parking minimums to 1 per unit (\$100)

§485 – change title to Extraction of Earth Resources via the Special Industry Use to clarify rock extraction

§490 – exterior lighting changes for parking lot lighting, and allow string lights to be used year-round

§502 – prohibit the use of dumpsters in residential zones

§505b – more specific rules as to when landscaping is required for parking lots & to protect residential uses

§510 – allow townhouse style development for Class 1 Development in the village, new waiver category for Class 2 Development in the LDR Zone, revise maintenance agreement language for open space, allow tree blazing for open space identification, and require public access to trail systems in a private road situation.

§820.5 – Specify public or private street recommendation per Selectboard request

Article IX – Revise the following definitions: Building, Business Services, Family, Final Subdivision Approval, Short-Term Rentals, Setback, Special Industry, Structure, Substantial Damage, Substantial Improvement, Town Clerk.

Delete these definitions Airport, Building Envelope, Commercial Communication Equipment, Municipal Clerk

Add definition for Public Entrance

Article X – Revise the following Zone descriptions: Central Business, Commercial #1, Industrial (1,2,3,4&5), Hospital, High Density purpose & High Density #1, Medium Density Residential #1, High Density purpose & Low Density #1,2,3,4&5, & Rural Residential Agricultural

Location where full text may be examined: For questions or copies of the full text, please contact Todd Thomas at 888-6373 / tthomas@morristownvt.org, or contact the Town Clerk's Office at 43 Portland Street.

Todd Thomas and Etienne Hancock (Chair Planning Council) were present to answer any questions

regarding the Zoning Bylaw changes for 2023. The Selectboard will vote on November 6th regarding the changes.

ADJOURN

Motion made by Chris Palermo to recess the Public Hearing until October 25th meeting with the Trustees.

Motion seconded by Richard Craig. Motion carried. (5/0)

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.



SELECTBOARD MEETING MINUTES OF OCTOBER 16, 2023

Members: Judy Bickford, Don McDowell, Christopher Palermo, Laura Streets, Richard Craig

Absent:

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Dennis DiGregorio, Fire Chief; Tina Sweet, Finance Director; Sara Haskins, Town Clerk/Treasurer; Bill Mapes, EMS Chief; Tricia Follert*, Community Development Coordinator

PARTICIPANTS/GUESTS: Jamie Jared, Sheila Tarbox, Tom Cloutier, Tony Cote, Martin Green, Ron Stancliff, Laura Green, Etienne Hancock, Alexander Cyr, Jerry & Evelyn Throne, Uwanna Perras, Yon Perras, Susanna Burnham, Charles Burnham, Kathy Chaffee*, Nancy Dunavan*

**participating via Zoom*

CALL SELECTBOARD MEETING TO ORDER

Judy Bickford called the Selectboard Meeting to order at 6:07PM at the Tegu Building.

AGENDA CHANGES/ADDITIONS

Remove:

Under new business #5: Approve and sign Cleary Lease for Duhamel parking lot

Change:

Under new business #9: Approve financing and purchase for the Holder Sidewalk Machine

Add:

Under other business #1: Labor to the item

APPROVE MINUTES

1. Approve minutes of October 2, 2023

Motion made by Chris Palermo to approve the minutes of October 2, 2023 with amendments.

Motion seconded by Richard Craig, Motion carried (4/0) Don McDowell abstained.

Under call Selectboard meeting to order:

Brian also served on the Fire Department for 20 years

Under community concerns:

Martin Green expressed his concerns about the Selectboard attentiveness to his concerns while approving warrants.

Alex Cyr would like affirmative steps taken for funding Noyes House Museum.

NEW BUSINESS

1. **Accept the resignation of Richard Sargent from Morristown Conservation Commission**
Motion made by Don McDowell to accept the resignation of Richard Sargent from the Conservation Commission and to send him a card. Motion seconded by Laura Streets. Motion carried by (5/0)
2. **Approve Errors and Omissions Certificate**
Motion made by Chris Palermo to approve the Errors and Omissions Certificate. Motion seconded by Don McDowell. Motion carried (5/0)
3. **Approve Christina Young as a part-time, unbenefited member of Morristown EMS**
Motion made by Don McDowell to add Christina Young to a part-time EMS position, non-benefit, and paid at \$15 per hour beginning immediately. Motion seconded by Laura Streets; Motion carried (5/0).
4. **Adopt Records Management Policy & Retention Plan**
Town Clerk Sara Haskins explained all Vermont public agencies are responsible for creating, managing, and disposing of records in accordance with State and Federal laws and regulations. This plan follows the State policies for all records currently addressed by the GRS for record retention and all other documents will be retained until a ruling has been made. The policy will simplify the town's records retention timeframes. All records will be archived in cloud storage.
Motion made by Don McDowell to approve the Records Policy & Retention Plan as submitted. Motion seconded by Chris Palermo. Motion carried (5/0).
5. **Approve 5 year contract with Mudgett, Jennett & Krogh-Wisner auditors**
Discussion ensued regarding the criteria for making this decision. Tina Sweet shared that it is less expensive to the town since these auditors are already experienced at working with our town and so their expenses working with us should overall be less. This group is very thorough, & there are fewer auditors accepting new clients.

Motion made by Chris Palermo to approve a five-year contract for Fiscal Year 2024-2028 with our auditors, Mudgett, Jennett & Krough-Wisner, PC for a price of \$20,250 for fiscal year 2024 and increasing \$250 per year. Motion seconded by Don McDowell. Motion carried (5/0).
6. **Approval renewal 2024 Health Reimbursement Account (HRA)**
Tina Sweet, Finance Director presented the calculations for the decision to renew the HRA for 2024 and answered all questions.
Motion made by Don McDowell to authorize the renewal for 2024 HRA with levels of \$10,450 for two-person, adult plus child(ren) and family plans, and \$4,700 for all other plans. Seconded by Laura Streets. Motion carried (5/0).
7. **Approve Payroll software program**
Tina Streets assessed the payroll software and human resources bids and made her recommendation for purchase.
Motion made by Richard Craig to approve a three-year contract with Paychex payroll/human resources software at a price of \$13,900.20 per year and authorize Jason Luneau, Interim Town Administrator, to sign the contract. Seconded by Chris Palermo. Motion carried (5/0).
8. **Approve the financing and purchase for the Holder Sidewalk Machine**
The Board had issues with the price of purchase of this second sidewalk machine. First, there was the

question of using other means to clear the sidewalks of snow. In the interest of safety and reliability, the Holder C270 sidewalk tractor remained as recommended as the final option. The cost of this loan was discussed. There are three options for payment: a bank loan, a lease from the seller, and “self-finance” by the Town using its own money. The last option was agreed upon.

Motion was made by Don McDowell to approve the purchase of a 2023 Holder C270 sidewalk tractor with funding from the town of Morristown using the Building Infrastructure Fund in the amount of \$159,491 with a five-year 1% interest rate and authorize Jason Luneau, Interim Town Administrator to sign the documentation. Seconded by Laura Streets. Motion carried (5/0).

9. Approve ordering two Tandem trucks and one single Axel truck from Allegiance to Highway department.

There was an issue with the timing of when the three trucks would be purchased which was addressed at the meeting. The Selectboard agreed to order the trucks with the provision that we are not required to take any or all per agreement with the vendor.

Motion was made by Don McDowell to approve ordering two Tandem trucks and one Axel truck from Allegiance for the Highway department. Seconded by Richard Craig. Motion carried. (5/0).

10. Approve Public Records Inspection, Copying and Transmission Policy

Motion made by Richard Craig to approve the Public Records Inspection, Copying, and Transmission Policy. Seconded by Laura Streets. Motion carried (5/0).

11. Apply and submit Municipal Energy Resilience Program funding opportunity

Motion made by Don McDowell to apply, submit, and sign the Municipal Energy Resilience Program funding opportunity rate and authorize Jason Luneau, Interim Town Administrator to sign the documentation. Seconded by Laura Streets. Motion carried (5/0).

OLD BUSINESS

None

APPROVE WARRANTS

Motion made by Don McDowell to approve the warrants. Seconded by Laura Streets. Motion carried (5/0).

DEPARTMENT HEAD REPORTS

- Sara Haskins, Town Clerk/Treasurer; informed the Board the tax bills have been sent out. An effort was made to have the public file their homestead forms on time.
- Bill Mapes, EMS Chief, announced that the service license has been approved. He stated that they are seeing many more acutely ill patients and are still providing a good quality of care even considering the various needs of this department. Bill was also upset with how the former ARPA money has been used.

TOWN ADMINISTRATOR'S REPORT

Jason Luneau introduced 1. Bonnie McDermott as the new Zoom Operator/Minute Recorder; 2. the Search Committee will report to the special committee next Monday; 3. the joint committee next Wednesday will be zoomed differently and the details will be distributed; 4. A project manager has been hired; 5. Select Board Training has been scheduled; 6. The budget will be discussed on Nov. 13 and 7. The right-of-way contracts will be reviewed.

SELECTBOARD COMMENTS

Chris Palermo - None

Don McDowell – suggested acknowledging Brain Kellogg’s death by naming a bridge after him.

Laura Streets - None

Richard Craig - None

Judy Bickford – looking forward to the trust-building of the Selectboard training

COMMUNITY COMMENTS

Committee members were concerned about the EMS funding problems, salt over-usage on the roads, and the confusion on the street signs on Portland Street.

OTHER BUSINESS

1. Possible Executive Session - Personnel, Contract, Legal, Labor

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include Interim Town Administrator, Jason Luneau and Interim Human Resources Director, Tina Sweet; Administrative Assistant, Judi Alberi. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive session because I find that premature general public knowledge of the pending contract negotiations will clearly place the Town at a disadvantage by disclosing its negotiation strategy. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive session to discuss pending contract negotiations under provisions of Title 1, Section #13(a)(1) of the Vermont Statutes and to include Interim Town Administrator, Jason Luneau and Finance Director, Tina Sweet, Administrative Assistant, Judi Alberi. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge of pending or probable civil litigation or prosecution, to which the public body is or may be party, will clearly place the town at a substantial disadvantage by disclosing its negotiation strategy. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss the pending or probable litigation or prosecution under the provisions of Title 1 section 313 (a) (1) of the Vermont Statutes, to include Interim Town Administrator, Jason Luneau, Finance Director, Tina Sweet. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge of labor relationships with employees to the body will clearly place the town at a substantial disadvantage. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss labor relations agreements with employees under the provisions of Title 1 section 313 (a) (1)(b) of the Vermont Statutes, to include Interim Town administrator Jason Luneau; Interim Human Resources Director, Tina Sweet; and Highway Superintendent, Kevin Barrows. Motion seconded by Chris Palermo. Motion carried. (5/0)

Motion made by Chris Palermo to come out of Executive Session at 9:11pm. Motion seconded by Don McDowell. Motion Carried. (5/0)

Motion made by Chris Palermo to approve making the Finance Director and Human Resources Director positions be Exempt Salaried positions. The Finance Director's annual salary will be \$83,079 as per the current budget. Effective with the next payroll. Motion seconded by Don McDowell. Motion carried. (5/0)

Motion made by Chris Palermo to compensate the Finance Director \$150.00 per week for acting as the Interim Human Resources Director. Motion seconded by Don McDowell. Motion carried. (5/0)

Motion made by Chris Palermo to approve the updated job description and title of Administrative Assistant to the Town Administrator to Executive Assistant to the Town Administrator/Manager. This position will be in the same salary range as other assistants. This is effective on July 1, 2023. Motion seconded by Chris Palermo. Motion carried. (4/1) Laura Streets Nay

Motion made by Chris Palermo to approve the updated Compensation Pay Plan to reflect the changes in the Executive Assistant to the Town Administrator/Manager and to delete the Finance Director and Human Resources Director positions as they are now going to be exempt salaried positions. Motion seconded by Richard Craig. Motion carried. (4/1) Laura Streets Nay

Motion made by Chris Palermo to place Judi Alberi on the Executive Assistant to the Town Administrator/Manager scale at step 11 at an hourly rate of \$30.45. This change will be retroactive to July 1, 2023. Motion seconded by Richard Craig. Motion carried. (5/0)

Motion made by Chris Palermo to give Judi Alberi a \$6.00 per hour stipend for the extra Town Administrator duties she has been performing. This change will be effective with the next payroll. Motion seconded by Don McDowell. Motion carried. (5/0)

ADJOURN

Motion made by Richard Craig to adjourn. Motion seconded by Don McDowell. Motion carried. (5/0)

Meeting adjourned at 9:20pm

Submitted and filed this October 19, 2023 .

Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.



**SELECTBOARD MEETING MINUTES
OF OCTOBER 23, 2023**

Members: Judy Bickford, Don McDowell, Christopher Palermo, Laura Streets, Richard Craig

Absent:

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS: Tom Cloutier, Jamie Jaret, Laura Green, Martin Green

**participating via Zoom*

CALL SELECTBOARD MEETING TO ORDER

Judy Bickford called the Selectboard Meeting to order at 5:37PM at the Tegu Building.

AGENDA CHANGES/ADDITIONS

None

NEW BUSINESS

1. Possible Executive Session - Personnel

Motion made by Chris Palermo to go into Executive Session because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage. Motion seconded by Richard Craig . Motion carried. (5/0)

Motion made by Chris Palermo to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include Interim Town Administrator, Jason Luneau and Executive Assistant, Judi Alberi. Motion seconded by Laura Streets. Motion carried. (5/0)

Motion made by Don McDowell to come out of Executive Session at 6:48PM. Motion seconded by Richard Craig. Motion carried. (5/0)

2. Appoint members to Town Manager Search Committee

*Motion made by Don McDowell to appoint the following members to the Town Manager Search Committee; James Brewster, Monte Mason, Sarah Waterman Manning, Nancy Banks, Chris Palermo, Tina Sweet, Sara Haskins. Motion seconded by Richard Craig. Motion carried. (4/1) Laura Streets
Nay*

ADJOURN

Motion made by Don McDowell to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)

Meeting adjourned at 6:50pm

Submitted and filed this October 24, 2023 .

Judi Alberi, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.



SELECTBOARD MEETING MINUTES OF OCTOBER 25, 2023

Members: Judy Bickford, Don McDowell, Christopher Palermo, Laura Streets, Richard Craig

Trustees: Tom Snipp, Travis Knapp, Bob Heanue, Brad Limoge, (Carl Fortune Absent)

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Scott Johnstone, Morrisville Village Manager; Judi Alberi, Executive Assistant; Todd Thomas; Planning/Zoning Administrator; Bonnie McDermott, Scribe

PARTICIPANTS/GUESTS: Tricia Follert, Christy Snipp, Etienne Hancock, Joshua Goldstein, Tom & Cynthia Cloutier, Martin Green, Kevin Newton

**participating via Zoom*

CALL SELECTBOARD/TRUSTEES MEETING TO ORDER

Tom Snipp called the Joiant Selectboard/Trustees Meeting to order at 5:30PM at the VFW Building.

AGENDA CHANGES/ADDITIONS

none

NEW BUSINESS

1. Joint discussion between the Morristown Selectboard Members and Morrisville Village Trustees TOPICS FOR DISCUSSION:

1 Joint /rules for subordinate boards policy – Opinions were voiced regarding the change in policy that there should be a restriction to the number of boards one person can serve on at a time. It was voiced that there would not be enough interested people to hold all the positions if this were the policy.

2 New and emergent state energy policy impacts on town and village- With an emphasis on global warming that leans toward the end of fossil fuels and toward renewable energy, the current utilities need time to change. In 2030 we will need to be 100% electric energy. This will triple the energy usage, including E vehicles, charging stations, electric heat pumps, and geothermal options. A Selectboard member suggested that we need to increase ED charging stations and the cost they will incur. He suggested that we need to inform our legislatures about the needs of communities on a local level. There was general support for this action.

3 Local option tax –The general opinion was in favor of local option taxes that would include taxes on

purchases and would open a different revenue source that is not resident versus nonresident property taxes. It would include sales and use, rooms and meals, and alcohol at a 1% rate and include tourist income. The burden of change would be felt by the merchants when changing their systems to accommodate the tax. The burden to pay the tax will be on the customer.

4 Downtown Designation –

1. Town Plan-The designation of a downtown district would require an amendment to the town plan.
2. Town charter/village charter-Both charters would be kept separately.
3. Air BnB impacts-There are restrictions for both the Town and the Village on further Airb&bs.

5 Coordination of highway, sewer, and water – Coordination of utility works-Changes to these would affect both the Town and Village. It was suggested that Kevin Newton, Public Works and Kevin Barrows, Highway Superintendent, need to speak about the issues.

6 Statewide zoning impacts – Under the new Act S100 the state's regulations supersede local zoning. When the legislature breaks this winter, then we can respond, but currently Mr. Thomas has to follow the law as written. The Village Trustees are agreeable with S100.

7 Village separating from the Town and forming a city –There has been some talk of the village separating from the Town, but the reality stands that the relationship between the town and village will stay the same.

In conclusion, there was great support for contacting the legislature as suggested. The Village Trustees will share their information on this process with the members of the Town Selectboard. It was also suggested that the legislatures should be invited to the next joint committee meeting next year.

OTHER BUSINESS

ADJOURN

The meeting was adjourned at 6:40 P.M.

Submitted and filed this October 27, 2023 .
Bonnie McDermott, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of **MORRISTOWN** are hereby supplying the following changes to the **2023** Grand List. Specifically:
(Year)

Owner MCLEAN TOM		SPAN 414-129-12486
Change From \$21,600	Change To \$12,600	Difference -\$9,000
Reason DEPRECIATION ON MOBILE HOME WAS NOT AS CONSISTANT WITH NEIGHBORING LIKE CONDITION MOBILE HOMES		
Owner AUDY ZEMRAH C		SPAN 414-129-12087
Change From \$145,400	Change To \$114,700	Difference -\$30,700
Reason DEPRECIATION ON MOBILE HOME WAS NOT AS CONSISTANT WITH LIKE CONDITION MOBILE HOMES WITHIN MORRISTOWN		
Owner KREMELBERG PETER		SPAN 414-129-11228
Change From \$317,800	Change To \$270,200	Difference -\$47,600
Reason NEMRC PUT AS A 100% COMPLETED WITH NO COMMUNICATION TO PROPERTY OWNER. ALSO, IT IS A CAMP NOT A SINGLE FAMILY DWL		
Owner LIESE PAULINE A		SPAN 414-129-11412
Change From \$486,400	Change To \$457,000	Difference -\$29,400
Reason AN ENCLOSED PORCH WAS PUT IN AS GROSS LIVING AREA AND THE DEPRECIATION WAS TOO LOW FOR THE RENOVATIONS NEEDED		
Owner OWEN LINDSEY A		SPAN 414-129-11580
Change From \$378,900	Change To \$378,900	Difference \$0
Reason THE \$40,000 VETERANS EXEMPTION WAS NOT DELETED FROM THIS ACCOUNT AFTER THE SALE FROM A QUALIFIED DISABLED VETERAN		
Owner SUTTON ARLENE S		SPAN 414-129-10584
Change From \$275,600	Change To \$275,600	Difference \$0
Reason THE \$40,000 VETERANS EXEMPTION WAS REMOVED DUE TO IT NOT BEING ON THE QUALIFIED BY THE VT DEPT OF VETERANS AFFAIRS		
Owner MILLER BENJAMIN B		SPAN 414-129-10526
Change From \$236,700	Change To \$236,700	Difference \$0
Reason THE \$40,000 VETERANS EXEMPTION WAS NOT DELETED FROM THIS ACCOUNT AFTER THE SALE FROM A QUALIFIED DISABLED VETERAN		
Owner PIERCE CHARLES F & EARLEY PAMELA		SPAN 414-129-11918
Change From \$256,600	Change To \$256,600	Difference \$0
Reason THE VETERANS EXEMPTION WAS NOT REMOVED WHEN VETERAN PASSED AWAY AND PROPERTY WENT TO SON THROUGH A LIFE ESTATE DEED		

Form PVR-4261-E

Page 1 of 2

Rev. 02/20

Courtesy of the Vermont Department of Taxes

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

TOWN CLERK

I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

Signature of Town Clerk 	Printed Name	Date
--	--------------	------

32 V.S.A. § 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of MORRISTOWN are hereby supplying the following changes to the 2023 Grand List. Specifically:
(Year)

Owner VILLAGE CENTER APARTMENTS LP		SPAN 414-129-11592
Change From \$2,353,900	Change To \$2,353,900	Difference \$0
Reason THE \$235,400 QUALIFIED HOUSING REDUCTION WAS REMOVED SINCE THERE WAS NOT A VHFA 10% APPROVAL FORM SENT TO US		
Owner L H & A REALTY LIMITED PARTNERSHIP		SPAN 414-129-11242
Change From \$121,400	Change To \$121,400	Difference \$0
Reason THE \$58,100 QUALIFIED HOUSING REDUCTION WAS ENTERED INCORRECTLY, THE CORRECT AMOUNT OF \$12,100 HAS BEEN APPLIED		
Owner DEMARS PROPERTIES LLC		SPAN 414-129-13472
Change From \$40,600	Change To \$40,600	Difference \$0
Reason THIS SOLAR ACCOUNT DIDN'T HAVE THE SOLAR EXEMPTION FLAG ON THEREFOR WAS GETTING AN EDUCATION TAX		
Owner MORRISVILLE COMMUNITY HOUSING LP		SPAN 414-129-11295
Change From \$167,500	Change To \$167,500	Difference \$0
Reason THE \$40,200 QUALIFIED HOUSING REDUCTION WAS ENTERED INCORRECTLY, THE CORRECT AMOUNT OF \$16,700 HAS BEEN APPLIED		
Owner ONEILL JAMES P & SHEILA D		SPAN 414-129-10026
Change From \$746,500	Change To \$746,500	Difference \$0
Reason THIS ACCOUNT WAS ON THE GRAND LIST ABSTRACT BUT GOT INACTIVATED BY MISTAKE JUST BEFORE TAX BILLS WERE MAILED		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

TOWN CLERK

I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

Signature of Town Clerk 	Printed Name	Date
--	--------------	------

32 V.S.A. § 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.



SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: November 6, 2023
Subject: Discuss taking over Dr. Tinker Street as a town road

Background:

October 2nd SB meeting Doctor Tinker Street was approved as a private road name. Mark Sutton now comes before the SB for acceptance of this road to become a town road.

Attachments:

1. Planning Director Support letter for Doctor Tinker St 11.2.2023
2. Doctor Tinker Street



Planning & Zoning
PO Box 748
Morrisville, VT 05661

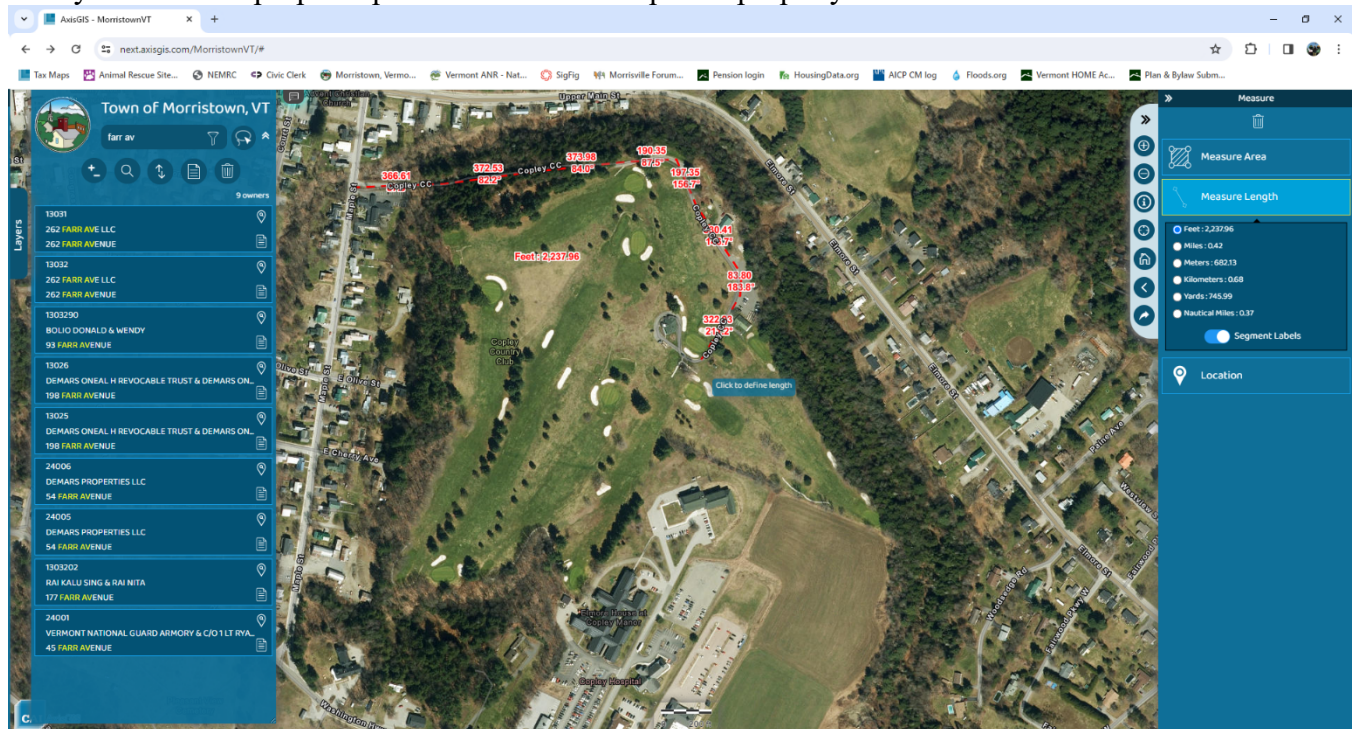
(802) 888-6373
Fax: (802) 851-7251

2 November 2023

RE: Morrisville/Morristown Planning Director support (Selectboard acceptance of Dr. Tinker St.)

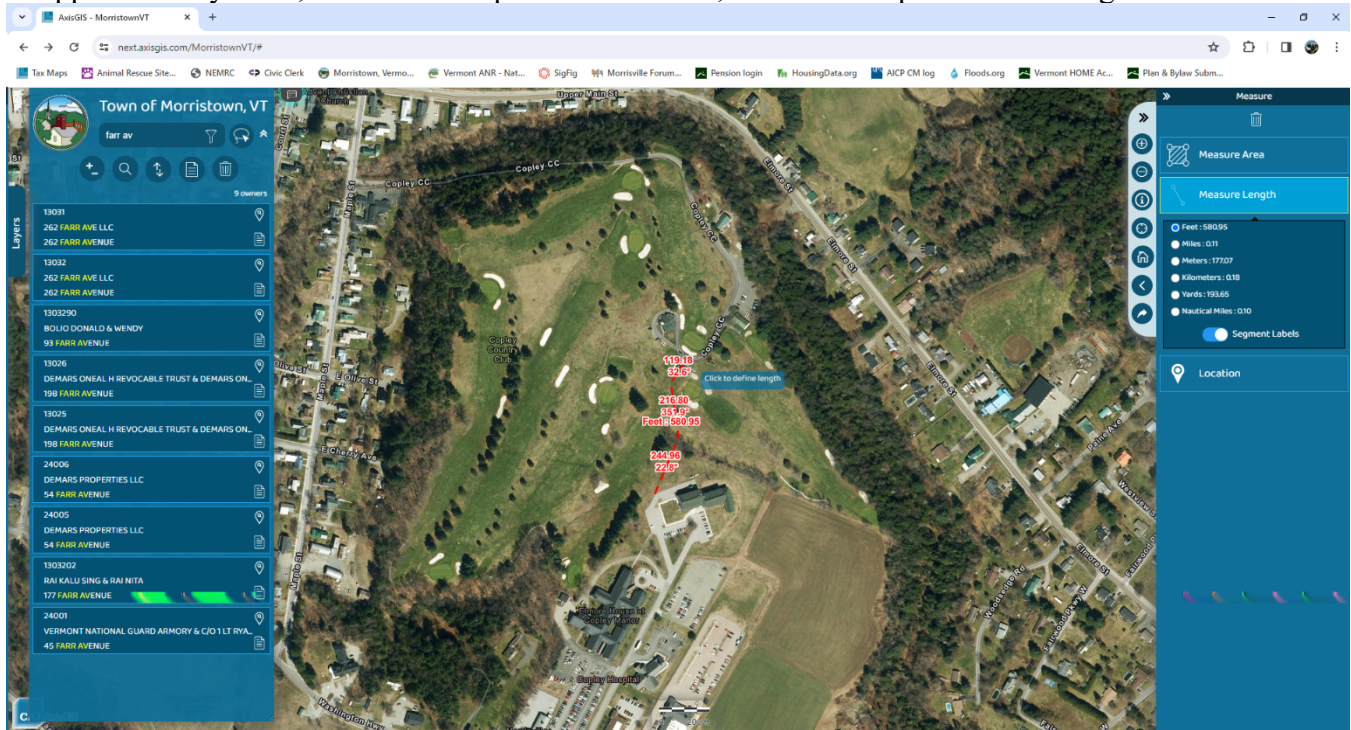
Dear Selectboard Members,

I am writing to express the strong support of the Morrisville/Morristown Planning & Zoning Office for Copley Hospital's pending request to have Dr. Tinker Street accepted as a Town Road by the Selectboard. The Hospital's submitted survey for the Town takeover of this road shows (in red) an important public benefit, a right-of-way from the end of Dr. Tinker Street to the Village of Morrisville's Copley Country Club land. The right-of-way that the Hospital is offering across the Copley Terrace property is valuable because it gives the public the ability to cut through the medical complex to the public golf course property, which besides golf is used frequently by runners, dog walkers, and skiers and snowshoers in the winter. Therefore, this road acceptance request complies with the Town Road Policy because the proposal provides "access to a public property or valuable recreational amenities."



More importantly, the proposed right-of-way being offered across Copley Terrace could be a huge budget saver for the Town in the future. As demonstrated by the red lines on the above map, Copley Country Club Drive is 2,240 feet long (measured from Maple Street to where the golf course road turns away from Copley Terrace towards the clubhouse). In recent years, the Town has been unable to fund requested pothole repairs on this road, and the entire road is beginning to fail where it was cut along the travel lane that exits the property to bring a new sewer line up to the Hospital. The cost to the Town to repave this 2,240-foot-long road will eventually be considerable (approximately \$175,000 in today's

dollars), and that cost will likely be exacerbated by the steep pitch of Copley Country Club Drive as it begins to climb up and away from Maple Street. Fortunately, the pending Dr. Tinker Street request provides a much more affordable future access to the Village's golf course property. Again, as demonstrated by the red lines on the below map, it is only 580 feet from the edge of pavement at Copley Terrace to the edge of pavement on Copley Country Club Drive. Additionally, this short expanse between the two paved areas is almost completely flat. This short distance and flat terrain provide a future budgetary life-boat to the Town if it decides in the future that it cannot afford to repave the existing hilly access road (which is four times longer than the as-discussed alternative access). Paving this alternate access from Dr. Tinker St. would cost about \$50,000 in today's dollars, which is a savings of approximately \$125,000 when compared to the \$175,000 cost to repave the existing access road.



In closing, while no one is saying that the access to the Village's golf course property needs to be changed immediately from Maple Street to the proposed Dr. Tinker Street, the Town having that much shorter access to the property available to it in the future could prove to be a budget saver. It seems unlikely that the Selectboard will spend tens of thousands of dollars to repave Copley Country Club Drive (a seasonal road) when there are plenty of year-round roads in Town that also need to be repaved. That is why it is so important that this Selectboard, by granting the proposed road acceptance request (that includes a right-of-way across Copley Terrace), provides a future Selectboard the cost-saving alternative access to the Village's golf course property when the pavement on that road finally fails.

If the Selectboard requires any further information from the Planning & Zoning Office, please contact me directly. Thank you.

Sincerely,

Todd Thomas, ACIP & CFM
Planning Director & Zoning Administrator



In accordance with 24 V.S.A. §2291(16) and 4426, the Selectboard of the Town of Morristown, established an ordinance to develop a more uniform street naming & street addressing system throughout the Town of Morristown that would enable people to locate addresses effectively for providing services and deliveries. Section V-Future Development states: Prior to the issuance of a subdivision permit a developer shall furnish a plan for street naming and street numbering system in accordance with this ordinance to the Selectboard. Final approval of a certificate of occupancy of any principal building erected after July 19, 1996 shall be withheld until permanent and proper numbers have been displayed in accordance with this Ordinance. Private road/street sign shall be the responsibility of the land owner(s). For further information, refer to Ordinance Article 0807-11 on file in the Town Clerk's Office. The Selectboard will allow the option of identifying the road as a private road.

Applicant's Name:

Phone:

Copley Terrace (Lamoille Area Housing Corp)

Mark Sutton, 802-888-8312

Mailing address:

528 Washington Highway, Morrisville, VT 05861

Location of the Road

Off Washington Highway, opposite Copley Hospital, leading to Copley Terrace building.

Reason for naming road?

Name of Road

Transfer to Town

Doctor Tinker St. PVT

What gives you the right to name this road?

Current owner of the road.

Complete this application and submit it to the Zoning Administrator, with a map of your road attached. You will be notified promptly of the decision of the Selectboard.

Applicants Signature

Date

Mark Sutton

9/13/23

Reason

☐ Approved

☐ Denied

For the Selectboard

Date



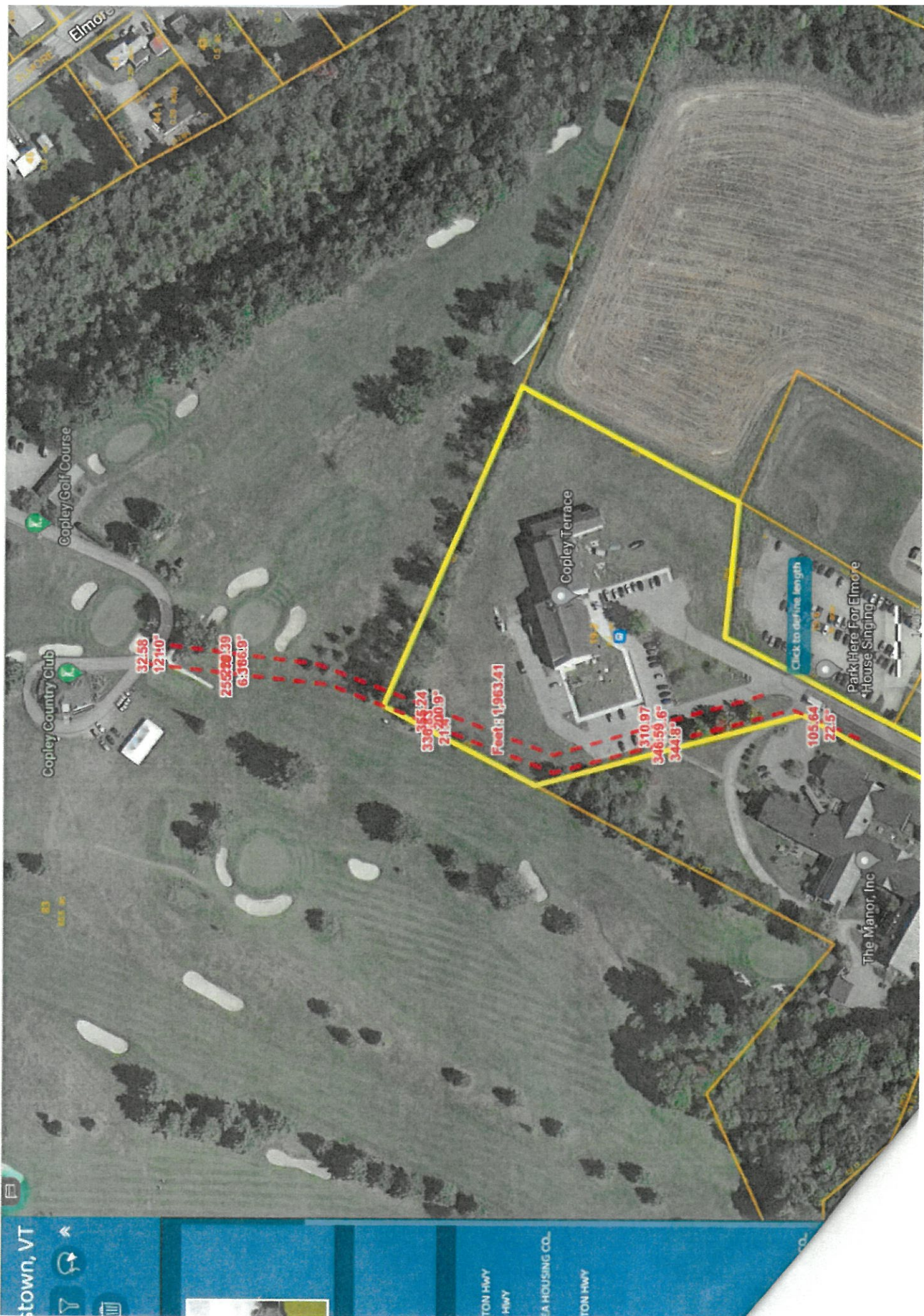
Private Road Naming

When a private road name is approved by the Morristown Selectboard a road sign must be ordered and installed. The Town will order the private road sign. The cost of the sign and post must be reimbursed to the Town. For an additional cost the Town can install the private road sign. The sign can be installed by residents **with sign location approved by the Town.** State regulations require Town approval of sign placement.

Please check one of the boxes below

- ☒ I would like the Town of Morristown to install the sign and post.
- ☐ I would like to install the sign and post **with sign location approved by the town.**

Name and number to call when sign is delivered to town:
Mark Sutton, 802-888-8312





SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: November 6, 2023
Subject: Approve buyout of 2284 Vermont Route 15 East due to flood

Background:

Parcel 09-017 which is located at 2284 Vermont Route 15 East was substantially damaged by the July 2023 floods in Vermont and is a total loss.

Attachments:

1. 2284 Vermont Route 15 buyout

MAINTENANCE AGREEMENT

The Town of Morristown (City, Town County), State of Vermont, hereby agrees that if it receives any Federal aid as a result of the said project application,

2284 Vermont Route 15 East (address)

it will accept responsibility, at its own expense if necessary, for the **routine** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by: _____
(printed or typed name of signing official),

the duly authorized

(title)

of Town of Morristown
(name of applicant)

This _____ (day) of _____ (month), 2023 (year).

Signature: _____

FEMA Model Statement of Assurances for Property Acquisition Projects

NOTE: If you have questions regarding any of these assurances, please consult the program guidance and contact the sponsoring agency.

Name of Project Sub-Applicant: Town of Morrisstown, Vermont

State: Vermont

As the duly authorized representative of the sub-applicant, I certify that the sub-applicant:

1. Will ensure that participation by property owners is voluntary. The prospective participants have been informed in writing that participation in the program is voluntary, that the Sub-applicant will not use its eminent domain authority to acquire their property for the project purposes should negotiations fail;
2. Will ensure each property owner will be informed, in writing, of what the Sub-applicant considers to be the fair market value of the property. The Sub-applicant will use the Model Statement of Voluntary Participation to document this and will provide a copy for each property after award;
3. Will ensure that each participating property owner certifies that they are a National of the United States or qualified alien before the property owner can receive pre-event value for the property pursuant to 44 CFR, Part 80.17(c)(4).
4. Will accept all of the requirements of the FEMA grant and the deed restriction governing the use of the land, as restricted in perpetuity to open-space uses. The Sub-applicant will apply and record a deed restriction on each property in accordance with the language in the FEMA Model Deed Restriction. The community will seek FEMA approval for any changes in language differing from the Model Deed Restriction.
5. Will ensure that the land will be unavailable for the construction of flood damage reduction levees and other incompatible purposes, and is not part of an intended, planned, or designated project area for which the land is to be acquired by a certain date;
6. Will demonstrate that it has consulted with the US Army Corps of Engineers regarding the subject land's potential future use for the construction of a levee system, and will reject future consideration of such use if it accepts FEMA assistance to convert the property to permanent open-space;
7. Will demonstrate that it has coordinated with its State Department of Transportation to ensure that no future, planned improvements or enhancements to the Federal aid systems are under consideration that will affect the subject property;
8. Will remove existing structures within 90 days of settlement;
9. Post grant award, will ensure that a property interested is conveyed only with the prior approval of the FEMA Regional Director and only to another public entity or to a qualified conservation organization pursuant to 26 CFR 1.170A-14;
10. Will submit every three years to the Grantee, who will then submit to the FEMA Regional Director, a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained consistent with the provisions of the grant. If the subject property is not maintained according to the terms of the grant, the Grantee

and FEMA, its representatives, designated authorities, and assigns are responsible for taking measures to bring the property back into compliance; and

11. Will not seek or accept the provision of, after settlement, disaster assistance for any purpose from any Federal entity with respect to the property, and FEMA will not distribute flood insurance benefits for that property for claims related to damage occurring after the date of the property settlement.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified assurances and certifications.

Type Name of Authorized Agent Title

Signature

Date Signed

Last Modified: Friday, 20-Aug-2010 16:03:13 EDT



Floodzone Administrator
PO Box 748
Morrisville, VT 05661

(802) 888-6373
Fax: (802) 888-6377

23 October 2023

RE: Substantial damage determination letter for Parcel 09-017 at 2284 VT Rte 15 E. (Compagna)

Dear Donald,

It has come to my attention that you require a Substantial Damage determination letter from my office regarding your property on Parcel 09-017, which is located at 2284 Vermont Route 15 East in Morrisville, Vermont. Your home on this property is located partially within the Special Flood Hazard Area. I agree that your home was Substantially Damaged by the July 2023 floods in Vermont. Per the enclosed Lister's Card, the value of your modular home is \$104,300, and I have determined that your home is a total loss due to the July flood damage to this structure. I offer this confirmation as the Town of Morristown's appointed Floodzone Administrator, and as a Certified Floodplain Manager per the Association of State Floodplain Managers. As such, there is no one more qualified than me to make a Substantial Damage determination about a property located in Morristown.

Please feel free to contact me with any questions about this letter and determination.

Sincerely,

Todd Thomas, AICP & CFM
Floodzone Administrator

Morristown, VT - Property Database - Detail Result

Last Updated: May 30, 2023 | Official copies of data must be obtained at the Morristown Town Office.
Note: This data is available for review as part of the 2023 town wide reappraisal process.

Powered by
www.nemrc.com

Owner Information			
Parcel	09017		
Owner	COMPAGNA DONALD 2284 VT RTE 15E MORRISVILLE, VT 05661		
Location	2284 VT RTE 15 E		
Sec/TWP/Range			
Descr	AC & DW/DWL		
Parcel Information			
NBHD	5	SPAN	414-129-10484
Acres	4	Status	A - Active
Sales Information			
Book	219	Sale Date	2015-11-20
Page	276	Sale Price	

Pending Reappraisal Parcel Value Information			
Land Value	107,500	Homestead	258,400
Dwelling Value	104,300	Housesite	250,900
Site Imprvmt	25,000		
Outbuildings	21,600		
Total	258,400		



BUILDING		Total Rooms	7	Year Built	1972	Building SF	1500.00	Energy Adj	Average	Roughins	1
	Bedrooms	3	Effect Age	40	Quality	4.00	Bsmt Wall	Conc 8in	708	Plumb Fixt	7
	Full Baths	1	Condition	Average	Style	1 Story	Bsmt SF			Fireplaces	156
	Half Baths	1	Phys Depr	45	Design	MobileHome	Bsmt Fin			Porch	
	Kitchens	1	Funct Depr		Bldg Type	Mobile	Bsmt Fin SF			Gar/Shed	
			Econ Depr								
Notes											
LAND	Land	1	Area	2.00	Grade	1.00	Frontage			Depth	
LAND	Land	5	Area	2.00	Grade	0.60	Frontage			Depth	

Sketch

PUBLIC NOTICE – WARNED HEARING

TOWN OF MORRISTOWN SELECTBOARD & VILLAGE OF MORRISVILLE TRUSTEES WARNED PUBLIC HEARING ON AMENDMENTS TO THE MORRISVILLE/MORRISTOWN ZONING AND SUBDIVISION BYLAWS

Via this notice, public hearings in Morrisville are warned for proposed changes to the Morrisville/Morristown Zoning & Subdivision Bylaws (referred to hereafter as “the Zoning Bylaws”). The Morristown Selectboard’s public hearing is scheduled for **Monday 16 October 2023 at 5:30PM** at the Morristown Municipal Offices in the Community Meeting Room at 43 Portland St (an electronic meeting option will also be available due to limited in-person meeting space via Zoom (<https://us02web.zoom.us/j/8103424528>)). The Morrisville Village Trustee’s public hearing is scheduled for **Wednesday 18 October 2023 at 5:30PM** at the offices of Morrisville Water & Light at 857 Elmore Street (an electronic meeting option will also be available due to very limited in-person meeting space via Zoom (<https://us02web.zoom.us/j/3702875578?pwd=NTNqWE96aVB2ajVMczg0L2dPdFJFQT09>)). The Morristown Selectboard & Morrisville Village Trustees hereby provide notice of these public hearings being held so that the Zoning Bylaws may be revised pursuant to 24 VSA, Chapter 117: §4302, §4410-§4414, §4441, §4442 & §4444

Morrisville/Morristown Zoning and Subdivision Bylaws Table of Contents (abbreviated):

I. General Provisions / II. District Establishment and Regulations / III. Special Protection Areas / IV. General Regulations / V. Special Regulations & Provisions / VI. Administration and Enforcement / VII. Subdivision Application and Approval Procedure / VIII. Subdivision General Requirements and Design Standards / X. Definitions / XI. Zoning District Boundaries

Morrisville/Morristown Zoning Bylaws Statement of Purpose: To provide for orderly community growth, to provide for public health, safety and welfare, and to achieve the purposes set forth in the Vermont Municipal and Regional Development Act 24 VSA, Chapter 117, and the Town Plan.

The proposed amendments to the Morrisville/Morristown Zoning Bylaws are:

§204.4 – add specific waiver calculation language & clarify parking waiver

§204.5a – allow 1 or 2 new housing units as adaptive reuse of accessory buildings in HDR Zone

§204.5b – correct front setback in CB Zone, reduce front setback in MDR Zone, & revise COM Zone mixed use ground floor requirement

§206 – new Design Criteria requirements for duplexes, new MDR Zone jurisdiction, and various subsection edits for architectural repetition, cladding, front porches, garages, public entrances, outside space, & parking.

§207 – clarify applicable streets that fall under Historic Preservation Criteria, and include Park Street

§320 – needed floodzone rule changes, & add allow Town listed values for substantial damage & improvement

§426.2 – edits will allow ponds to be shared across property lines

§450 – clarify that parking rules also pertain to private roads & reduce parking minimums to 1 per unit (S.100)

§485 – change title to Extraction of Earth Resources via the Special Industry Use to clarify rock extraction

§490 – exterior lighting changes for parking lot lighting, and allow string lights to be used year-round

§502 – prohibit the use of dumpsters in residential zones

§505b – more specific rules as to when landscaping is required for parking lots & to protect residential uses

§510 – allow townhouse style development for Class 1 Development in the village, new waiver category for Class 2 Development in the LDR Zone, revise maintenance agreement language for open space, allow tree blazing for open space identification, and require public access to trail systems in a private road situation.

§820.5 – Specify public or private street recommendation per Selectboard request

Article IX – Revise the following definitions: Building, Business Services, Family, Final Subdivision Approval, Short-Term Rentals, Setback, Special Industry, Structure, Substantial Damage, Substantial Improvement, Town Clerk.

Delete these definitions Airport, Building Envelope, Commercial Communication Equipment, Municipal Clerk
Add definition for Public Entrance

Article X – Revise the following Zone descriptions: Central Business, Commercial #1, Industrial (1,2,3,4&5), Hospital, High Density purpose & High Density #1, Medium Density Residential #1, High Density purpose & Low Density #1,2,3,4&5, & Rural Residential Agricultural

Location where full text may be examined: For questions or copies of the full text, please contact Todd Thomas at 888-6373 / tthomas@morristownvt.org, or contact the Town Clerk’s Office at 43 Portland St.

Draft 3 Charter - LOT Timeline

Carrie Johnson <carriehayesjohnson@hotmail.com>

Tue 10/31/2023 1:30 PM

To: Carrie Johnson <carriehayesjohnson@hotmail.com>

Selectboard, Jason and Judy,

Initially, in mid October when I met with Chris, Jason, Judy and Tina, planning for a town meeting day Charter and LOT (local option tax) 2024 vote seemed possible. Given the public's pushback on the budget in 2023, and a conversation with Senior Economist Jeff Carr, I'm revising that recommendation. It is advised to slow the process down a bit and shoot for a Fall 2024 vote. It is important that the public be educated about the benefits of a local option tax and we need more time to do that well.

Decision Point #1: When does the SB wish to hold the vote for a town charter and local option tax authorization?

March or November of 2024

Charter - Local Option Tax Implementation Schedule:

Vote - November 2024

Nov 2023 - Jan 2024,

Organize and plan for campaign:

Decision Points 2-8 (these may take a few meetings)

2. Selectboard reaches consensus on which local option taxes to charge: Rooms & Meals, Sales and/ or Alcohol.
3. Selectboard reaches consensus on how to use the LOT Revenues: to reduce tax burden, to fund infrastructure projects short and long term, or any combo. It's important as the way the question is phrased dictates how the town can spend those funds.
4. Selectboard appoints Charter committee
5. Selectboard reaches consensus on content of Charter. See example of St. Albans Town's first charter as approved.
6. Town Attorney to review working draft of Charter content.
7. Charter committee holds meetings, invites public to participate.
8. Charter committee approves campaign communication plan (I will draft a working document so the committee can tailor it to M-Town; plan includes social media, newspaper, direct mail, public meetings, confirming intended schedule).

February - July 2024

Execute public outreach campaign and gather data to support LOT:

It is advised to hold a number of **stakeholder meetings** to hear concerns and explain the economic advantages of LOT Revenue. Jeff Carr, Senior Economist confirms he will work with us on the economic analysis. We can discuss in exec session how to strategically use Jeff and minimize expenses to the town. SB question: What budget do we have for the communication campaign on this project? I recommend the town hold a few well publicized public meetings to educate and allow folks to ask questions and share their concerns.

Ongoing - April 2024

Jeff Carr* reviews revenue projections

Jim Barlow reviews charter language

Public meetings (Carrie will manage) and work with Jim B, Jeff C., Charter committee & new manager

*Jeffrey B. Carr

President and Senior Economist

jbc@epreconomics.com

P.O. Box 1660

Williston, VT 05495-1660

Office: 802-878-0346

Fax: 802-878-0876



September 2024

Charter question must be finalized for warning for November vote

Local Option Tax question must be finalized for warning November vote.

January 2025

Lobby legislature to get town Charter approved if voter approved.

July 2025

LOT implementation with the State of VT Tax Department.

The Vermont Statutes Online

The Vermont Statutes Online have been updated to include the actions of the 2023 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24 Appendix: Municipal Charters

Chapter 150: Town of St. Albans

§ 1. Corporate existence retained

The inhabitants of the Town of St. Albans, within the corporate limits now established, shall continue to be a municipal corporation by the name of the Town of St. Albans. (Added 2013, No. M-3, § 2, eff. May 14, 2013.)

§ 2. General law; application

The Town of St. Albans shall have all the powers granted to towns and municipal corporations by the Constitution and laws of this State and this charter, together with all the implied powers necessary to carry into execution all the powers therein granted. (Added 2013, No. M-3, § 2, eff. May 14, 2013.)

§ 3. Local option tax

(a) If the Selectboard of the Town of St. Albans by a majority vote recommends, the voters of the Town may, at an annual or special meeting warned for the purpose, by a majority vote of those present and voting, assess any or all of the following:

- (1) a one-percent sales tax;
- (2) a one-percent meals and alcoholic beverages tax;
- (3) a one-percent rooms tax.

(b) Any local option tax assessed under subsection (a) of this section shall be collected and administered and may be rescinded as provided by the general laws of this State. (Added 2013, No. M-3, § 2, eff. May 14, 2013.)

§ 4. Planning Commission members; appointment

(a) Members of the Planning Commission shall be appointed and any vacancy filled by the Selectboard in accordance with 24 V.S.A. § 4323(a).

(b) The length of term of the Planning Commission members shall be determined by the Selectboard.

(c) Any Planning Commission member may be removed at any time by unanimous vote of the Selectboard.

(d) Any appointment to fill a vacancy shall be for the unexpired term. (Added 2013, No. M-3, § 2, eff. May 14, 2013.)

§ 5. Recall

Any elected officer of the Town may be recalled from office as follows:

(1) A petition signed by not less than 15 percent of the registered voters shall be filed with the Selectboard requesting a vote on whether the elected officer shall be removed from office.

(2) The Selectboard shall call a special Town meeting to be held within 45 days of receiving the petition to vote on whether the elected officer shall be removed.

(3) The vote shall be by Australian ballot.

(4) The official shall be removed only if at least as many registered voters of the Town vote as voted in the election wherein the officer was elected, or at least one-third of the registered voters of the Town vote, whichever is greater, and a majority of that number vote for removal.

(5) If the Town votes for removal of an elected officer, the office shall thereupon become vacant and the Selectboard shall call a special meeting to be held within 45 days of the vote for removal to fill the vacancy until the term of the officer so removed expires. (Added 2013, No. M-3, § 2, eff. May 14, 2013.)

The Vermont Statutes Online

The Vermont Statutes Online have been updated to include the actions of the 2023 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24 Appendix : Municipal Charters

Chapter 150 : Town of St. Albans

(Cite as: 24 App. V.S.A. ch. 150, § 3)

§ 3. Local option tax

(a) If the Selectboard of the Town of St. Albans by a majority vote recommends, the voters of the Town may, at an annual or special meeting warned for the purpose, by a majority vote of those present and voting, assess any or all of the following:

- (1) a one-percent sales tax;
- (2) a one-percent meals and alcoholic beverages tax;
- (3) a one-percent rooms tax.

(b) Any local option tax assessed under subsection (a) of this section shall be collected and administered and may be rescinded as provided by the general laws of this State.
(Added 2013, No. M-3, § 2, eff. May 14, 2013.)



SELECTBOARD MEMORANDUM

To: Selectboard
From:
Date: November 6, 2023
Subject: Approve a 3 year contract for Kofax software

Suggested Motion:

Motion to approve a three-year contract with Kofax software at a price of \$15,563 for year 1 and year 2, the third year would be \$4,813 and authorize Jason Luneau, Interim TA to sign the contract.

Attachments:

1. Kofax

Tina Sweet

From: Jonathan Maley <jonathan.maley@imagetechsys.com>
Sent: Tuesday, October 31, 2023 2:30 PM
To: Tina Sweet; Stacey Ferriman
Cc: Mike Minkovitz; david.grundel@kofax.com; Marcus Diddle; Sales (ImageTech)
Subject: FW: Kofax / Town of Morristown - APS Pricing Review
Attachments: Kofax AP Essentials Datasheet and Product Summary.pdf; Town of Morristown VT - Quote for Kofax AP Essentials Subscription and Implementation Services by ImageTech 10-31-23.pdf; Town of Morristown VT - AP Essentials Briefing - Shorter Version.pdf

Hi Tina and Stacey,

Here's the revised final Quote for the Kofax software, services, and support. Here's what's different...

- 1) We clarified the total cost for all 3 years together to avoid confusion over what's annual versus 1-time (like setup), etc.
- 2) We weren't able to officially quote 3,500 invoices, so we bumped it up to 4,000 invoices per year to make sure you're covered (instead of dropping it to 3,000 and potentially not having enough capacity).
- 3) We spread the cost of the professional services over the first two years (invoices), even though we'll actually be doing the implementation for you right upfront (likely before the end of the calendar year).

Invoicing schedule is as follows:

Invoice 1	November 2023	\$15,563	Kofax Subscription, Support, and 1/2 of the Professional Services
Invoice 2	November 2024	\$15,563	Kofax Subscription, Support, and 1/2 of the Professional Services
Invoice 3	November 2025	\$4,813	Kofax Subscription, Support

All of that sound okay?

Here's also a shorter version of the slide deck we discussed, as well as a Kofax datasheet for this solution.

Thank you!

Jonathan Maley
phone (570) 956-5436
ImageTech Systems LLC
Microsoft Cloud Partner
Kofax Titanium Partner
Nintex Premier Partner
www.imagetechsys.com

Microsoft Teams and SharePoint for Collaboration and Content Management

From: Jonathan Maley <jonathan.maley@imagetechsys.com>
Sent: Thursday, October 26, 2023 8:39 AM
To: tsweet@morristownvt.org; sferriman@morristownvt.org
Cc: Mike Minkovitz <Mike.Minkovitz@kofax.com>; Marcus Diddle <marcus.diddle@imagetechsys.com>
Subject: RE: Kofax / Town of Morristown - APS Pricing Review



ImageTech Systems, LLC
2202 N Westshore Blvd Suite 200
Tampa, FL 33607
Phone: 717-761-5900
http://www.imagetechsys.com

KOFAX
Titanium

Quotation

10/31/2023
Valid 30
Days

Client: Town of Morristown, VT Contact: Tina Sweet & Stacy Ferriman Phone: None Email: tsweet@morristownvt.org		Kofax AP Essentials (APS) Subscription for Invoice Processing with Kofax-Certified Professional Design & Implementation Services		Prepared By: Jonathan Maley / Mike Minkovitz, Kofax / Phone: (717) 761-5900 x109 E-mail: jcm@imagetechsys.com Please route POs to sales@imagetechsys.com	
Category	Description	Qty	Rate/Unit	Extended	
Software					
Kofax Subscription	Kofax AP Essentials (APS) Enterprise Tier for Up to 4,000 Invoices Per Year (as a 3-Year Subscription) - Purpose-built for Invoice (and Utility Bills) Processing - Page volume is shared across Production and Development tenants - Fully hosted and managed cloud service; no base product installation required - Includes import connectors (folder, email) - Includes unlimited users - Includes header/footer and line item extraction/matching, workflow, analytics, and storage - Configurable validation experience (including custom fields like 'locations') - Includes use of SSO, the AP Essentials API and AP Essentials Connect (for data sync between systems)		\$3,818 Per Year for 3 Years Invoiced Annually	\$11,454	
Total Kofax Subscriptions					\$11,454
Professional Services					
Kofax-Certified Professional Services	Kofax-Certified Professional Services for Implementation of AP Essentials in Production/Development Project Management Activities - Project Management and Coordination - Remote Meetings - Status Reporting Requirements Discovery, Design - Requirements Discovery & Analysis related to Customer's systems, suppliers, ERP data requirements, etc - System Design & Solution Planning/Documentation (for Scan/Import/Export, Vendor DB, SSO, etc) Installation and Configuration - Development of the solution per project design plan, including setup, configuration and system training Systems Integration Testing, UAT - Comprehensive Systems Integrations Testing and Support for Customer-Lead UAT (Acceptance Testing) - Recommend test cases, as needed - Coordination with Customer's team on testing Kofax systems with back-end ERP/repository/related - Testing cycles and resolutions Technical Administrator Skills Transfer - Technical Admin/Project Team Skills Transfer session - Basic documentation related to capture process and validation specific to this Kofax system Planning and Support for Go-Live - Collaboration and planning ahead of, and then dedicated support during Go-Live	100 Hours	\$215 per Hour 1-Time Setup Services	\$21,500	
Total Professional Services					\$21,500
Technical Support					
ImageTech Advanced Support	Advanced Support Limited for Kofax Applications & Customizations in Production/Development - UNLIMITED support requests (8 total hours) via Email, Phone, Remote (Web) Support - Includes break/fix support for solutions created using Kofax products quoted herein - Includes Support for any Kofax Customizations Implemented during initial services engagement - All Support Provided by experienced Kofax-Certified Systems Engineers and Architects		\$995 Per Year for 3 Years Invoiced Annually	\$2,985	
Total Advanced Support					\$2,985
TOTAL (plus Tax, if applicable)					\$35,939

NOTES and ASSUMPTIONS:

- 1) ImageTech is a full-service Microsoft Consulting Firm and 20+ Year Kofax Titanium/Platinum Partner certified on Kofax Mobile Capture, KTM, Analytics, KTA, RPA, AP Essentials and more.
- 2) The estimated level of effort above is based on known requirements. If more time is needed, a new Quote (or Change Request) for additional hours will be provided.
- 3) All figures in US Dollars. Tax is not included and, if applicable, will be added to invoice.
- 4) Invoicing schedule is as follows:

Invoice 1	November 2023	\$15,563	Kofax Subscription, Support, and 1/2 of the Professional Services
Invoice 2	November 2024	\$15,563	Kofax Subscription, Support, and 1/2 of the Professional Services
Invoice 3	November 2025	\$4,813	Kofax Subscription, Support
- 5) This Quote/SOW attaches to the Consulting Services Agreement between Customer and ImageTech Systems, a copy of which is attached to this Statement of Work.
- 6) Technical Assumptions:
 - Assumes setup of 2 Kofax tenants, unless otherwise noted (one for Production, one for Development)
 - Assumes XML output (for pickup/import on the NEMRC side) and that docs will be stored in Kofax APS
 - Assumes basic workflows configuration
- 7) Customer acknowledges that the software and support set forth above are sold on a subscription/term basis. The initial subscription term starts on the date on which the Software is electronically made available by Kofax and expires 36 months from the Subscription License Start Date ("Initial Subscription Term"). Subscription fees are invoiced and payable in advance for each 12-month period during the Initial Subscription Term and any renewal terms thereafter.

Customer, by its signature below, places its order to ImageTech for the Products and Services outlined in this Software Quote / Services SOW (Purchase Order May Still Be Required):

Signature: _____

Name:

Title:

Date:

Town of Morristown VT Organization and Requirements Information

Current

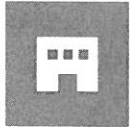
- 4,000 Invoices per Year (some of them have supporting documentation to attach)
 - Consider attaching supporting documentation separately (not to the invoice)
- NEMRC Accounting/ERP (currently only storing W-9 and data in NEMRC)
- Paper invoices and email attachments
- Department heads (5-10) must approve; levels of approval depending on value

Future

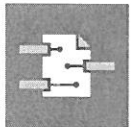
- Long-term storage of invoice images in Kofax AP Essentials (with data/link in NEMRC)
- Automated/intelligent workflow approvals and GL coding
 - Business rules (ie. utility bills don't require approval)
- Automatically extract Invoice number, amount, date, payable to, vendor address

KOFAX | 18

Why Buy AP Essentials?



Limited IT burden – cloud service from Kofax, implemented by ImageTech
No upgrade fees and no system admin required
Great for distributed operational locations



Effective, automated AP processing
Header, footer and line item extraction
Built in approval routing and storage



Immediate ROI – no capital investment or depreciation
Invoice processing costs pennies not pounds
Works with existing hardware, no need for reinvestment



Embraces cloud strategy – true multi-tenancy
24/7 access powered by the Microsoft Cloud, Azure
Less complex and faster implementation projects



How It Works

- Your Supplier submits invoices via e-mail (or to a folder/portal)
- Paper-based invoices are scanned using any scanner or Multifunction Printer (MFP)
- The invoice data is automatically extracted and validated
- General Ledger (GL) Account coding and Invoice Approvals in your web browser
- Interacts with Enterprise Resource Planning (ERP) target systems for final payment
- Invoices are automatically archived in in the Kofax AP Essentials cloud or other location



VT-Alert Implementation Process

October 15, 2019

This is the process for Vermont Emergency Management (VEM) to set up VT-Alert as a municipally based notification system.

- 1 - VEM conducts an introductory meeting with the municipality -
 - Meeting takes 20-60 minutes to discuss system overview and a local implementation plan.
- 2 - Municipality officially adopts the use VT-Alert as a notification system -
 - The governing body must provide a formal document authorizing local use of the VT-Alert system (e.g. a letter or memo signed by the chair of the select board).
 - One person must be the designated primary local admin, authorized to work with VEM to make changes on behalf of the municipality and appoint/approve managers.
 - There are no specific limits on the number of managers a municipality may or must have, though there should be at least two.
- 3 - VEM conducts training for local managers -
 - Training takes approximately 90 minutes.
 - Each manager should have a computer and Internet access.
- 4 - Municipality conducts public awareness campaign (optional) -
 - The municipality may want to inform residents of the statewide and local program to encourage people to provide contact information and sign up for specific locations.
- 5 - Municipality and VEM maintain VT-Alert system and training -
 - VEM is responsible for the maintenance of the VT-Alert system (through Everbridge) including hardware, software, technical support, and ongoing training.
 - Municipalities are responsible maintaining any desired notification groups and templates, appointing and training local managers as required, and notifying VEM when someone no longer needs local manager privileges.

VT-Alert Adoption

Town of Morristown
43 Portland Street
Morristown, Vermont 05661

DATE:

MEMORANDUM FOR Vermont Emergency Management (VEM), 45 State Dr,
Waterbury, VT 05671-1300

SUBJECT: Adoption of VT-Alert

The town of Morristown hereby officially adopts VT-Alert as a public safety notification system.

Jason Luneau (jluneau@morristownvt.org, 802-730-7864) will be the primary administrator and Andrew Glover (aglover@morristownvt.org, 802-730-7855) will be the alternate.

The town would like the following people to act as local VT-Alert managers.

<u>Name</u>	<u>Email Address</u>
Jason Luneau	jluneau@morristownvt.org
Andrew Glover	aglover@morristownvt.org

FIRST M. LAST
Selectboard Chair

VT-Alert Adoption



SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: November 6, 2023
Subject: Approve hiring full time Patrol Officer Jackson Caide Alberi-Schroeder

Suggested Motion:

Approve hiring Jackson Caide Alberi-Schroeder as a fulltime Police Officer at a rate of \$29.38 per hour with a start date of November 20, 2023

Attachments:

None



SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: November 6, 2023
Subject: Possible Executive Session - Labor, Legal, Personnel

Suggested Motion:

I move to go into Executive Session because I find that premature general public knowledge of labor relationships with employees to the body will clearly place the town at a substantial disadvantage.

I move to enter Executive Session to discuss labor relations agreements with employees under the provisions of Title 1 section 313 (a) (1)(b) of the Vermont Statutes, to include Interim Town administrator Jason Luneau; Interim Human Resources Director, Tina Sweet; and Highway Superintendent, Kevin Barrows.

I move to go into Executive Session because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage.

I move to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include Interim Town Administrator, Jason Luneau.

I move to go into Executive Session because I find that premature general public knowledge of pending or probable civil litigation or prosecution, to which the public body is or may be party, will clearly place the town at a substantial disadvantage by disclosing its negotiation strategy.

I move to go into Executive Session to discuss the pending or probable litigation or prosecution under the provisions of Title 1 section 313 (a) (1) of the Vermont Statutes, to include Interim Town Administrator, Jason Luneau and Attorney James Barlow.

Attachments:

None