



**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 18, 2024

[Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#) | Passcode 05661

The meeting will be live streamed on the Town of Morristown's website:

<https://www.morristownvt.gov/community/page/meetings-agendas-minutes> and on [Town GMATV YouTube Channel](#) when possible

I. 5:30PM - CALL SELECTBOARD MEETING TO ORDER

II. 5:31PM - AGENDA CHANGES/ADDITIONS

III. 5:32PM - APPROVE MINUTES

1. Approve minutes of 10-28-24 Informational Meeting

IV. 5:35PM - NEW BUSINESS

1. Consideration of Errors and Omissions Certificate - Charlie Burnham
2. Consideration of Private Road naming - Joseph Street
3. MERP Implementation Grant Award \$171,476.44
4. Consideration of revised Work in the Right-of-Way Policy

V. 5:55PM - OLD BUSINESS

VI. 5:56PM - APPROVE WARRANTS

VII. 6:00PM - COMMUNITY COMMENTS

VIII. 6:10PM - SCHEDULE

1. Upcoming Schedule:
 - a. Monday, December 2, 2024 - SB & MDF Joint Meeting - 5:30PM (SB Meeting to continue following)
 - b. Wednesday, December 4, 2024 - SB Workshop- 4:00PM- 9:00PM (Rescheduled from Nov 20th)
 - c. Monday, December 16, 2024 - SB Meeting - 5:30PM

IX. 6:15PM - OTHER BUSINESS

X. 6:30PM - ADJOURN



**SELECTBOARD MEETING MINUTES
OF OCTOBER 28, 2024**

Members: Don McDowell, Christopher Palermo, Laura Streets, George Cormier

Absent: Richard Craig

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins*, Town Clerk/Treasurer; Shap Smith, Moderator

PARTICIPANTS/GUESTS: Bob Bortree, Jerry Throne, Evelyn Throne, Laura Green

**participating via Zoom*

5:30PM - CALL INFORMATIONAL MEETING TO ORDER

Shap Smith, Moderator, called the informational meeting to order at 5:30pm and included a moment of silence in memory of Gloria Wing who recently passed away.

Shap Smith read some expectations and rules.

5:35PM - NEW BUSINESS

1. **Article 1: Shall the voters approve, and submit to the Vermont General Assembly for adoption, the following municipal charter provisions:**

§ 1. Corporate existence retained

The inhabitants of the Town of Morristown, within the corporate limits now established, shall continue to be a municipal corporation by the name of the Town of Morristown.

() Yes () No (ballot only)

§ 2. General law; application

Except when changed or modified by this charter, or by any lawful regulation or ordinance of the Town of Morristown, all of the statutes of the State relating to municipalities shall apply to the Town of Morristown.

() Yes () No (ballot only)

§ 3. Town Manager

(a) The Town Manager shall be the chief executive officer and the head of the administrative branch of the Town government and shall be responsible to the Selectboard for the efficient administration of the municipal affairs of the Town.

(b) The Town Manager shall have authority to hire, appoint, discipline, and remove all Town employees, subject to the provisions of personnel rules approved by the Selectboard. The Town Manager may authorize a department head to hire, appoint, discipline, or remove an employee, subject to the Manager's discretion and supervision.

() Yes () No (ballot only)

Shap Smith read the article in full. No Questions

2. **Article 2: Shall the voters, pursuant to 24 V.S.A. § 3254, levy a special assessment not to exceed \$200,000 for the purpose of constructing stormwater improvements to benefit 64 parcels. 63 parcels having frontages on Foss Street, Jersey Court, Jersey Way and Sterling Court, and one parcel with frontage on Cottage Street, said 64 parcels being designated as the “Jersey Heights Special Assessment District” with said special assessment being apportioned among these 64 parcels based on the impervious surface present on each parcel and the assessment being payable over a period not to exceed twenty (20) years in semiannual installments.**

(NOTE: Only the 64 parcels comprising the Jersey Heights Special Assessment District will be assessed for these costs. A complete list of the parcels to be assessed, identified by their respective street addresses, and the taxes proposed to be assessed to each parcel is available for review at the Town Clerk’s office during normal business hours).

() Yes () No (ballot only)

Shap Smith read the article in full. Bob Bortree had some questions relating to the article. Brent Raymond gave an overview of the grant money that the town has accepted. We do not have a final figure of the stormwater solution and won't until the state accepts the solution that Tyler Mumley engineering has and is continuing to work on. In 2007, the Town of Morristown Selectboard agreed to take over the road and sidewalks of the Subdivision. They did not assume responsibility for the Subdivision Stormwater Permit. Of the 700+ sites around the state that have been found to be non-compliant with the 3-acre rule, the Town of Morristown is one of seven entities to be awarded a grant that would cover approximately 70% of the total cost for the required improvements. The balance would be shared by the Town and the residents of the Jersey Heights Subdivision if article 2 passes. If Article 2 fails, then the town would be responsible for 100% of the project after the grant funds were applied. The grant’s value is \$316,675.00. Deeds for the homeowners in Jersey Heights would have some language regarding the stormwater permit at time of purchase.

3. **Article 3: Shall the voters of the Town of Morristown authorize borrowing an amount not to exceed \$200,000, to be financed over a period not to exceed twenty (20) years, to pay for State-required stormwater infrastructure improvements in the Jersey Heights Special Assessment District?**

() Yes () No (ballot only)

Shap Smith read the article in full. No questions

6:30PM - ADJOURN

Shap Smith adjourned the meeting.

Meeting adjourned at 5:51pm

Submitted and filed this October 31, 2024

Judi Alberi, Scribe

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



SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: November 18, 2024
Subject: Consideration of Errors and Omissions Certificate - Charlie Burnham

Suggested Motion:

Motion to approve Errors and Omissions as presented.

Attachments:

1. ERRORS & OMISSIONS FOR 11-18-24

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 2024 Grand List. Specifically:
(Year)

Owner RMN PROPERTIES LLC		SPAN 414-129-13438
Change From \$23,000	Change To \$12,300	Difference -\$10,700
Reason VALUE WAS CHANGED AT REAPPRAISAL WHICH SHOULDN'T HAVE BEEN. WHEN I ADJUSTED IT, I REMOVED THE 0 INSTEAD OF THE 1		
Owner 165 BEACON HILL LLC		SPAN 414-129-13706
Change From \$568,400	Change To \$219,800	Difference -\$348,600
Reason NEW BUILD WAS PUT IN AT 100% COMPLETE, IT SHOULD HAVE BEEN AT 16% COMPLETE. OTHER NEW BUILD WAS 100% COMPLETED		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
Owner		SPAN
Change From	Change To	Difference
Reason		
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
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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 18, 2024
Subject: Consideration of Private Road naming - Joseph Street

Suggested Motion:

Motion to approve private road naming of Joseph Street.

Attachments:

1. Joseph Street



danierysmartinezvt@gmail.com

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:

JC Management, LLC

802-274-1015 / 802-274 1775

Mailing address:

2358 Randolph Road

Location of the Road

off park street

Reason for naming road?

New build, needs a name

Name of Road

1st choice Joseph Road or 2nd choice Lusitano

What gives you the right to name this road?

I'm the developer/Builder

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

[Signature]

12-29

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:

Jeffrey - 802.274.1015



SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: November 18, 2024
Subject: MERP Implementation Grant Award \$171,476.44

Background:

September 16, 2024 SB Meeting a motion made by Chris Palermo to approve MERP Implementation grant and proceed with priority projects as presented, totaling \$137,214 for energy conservation measures and \$9,010 for ADA improvements, and any other contingency cost for improvements with zero match from the town and authorize Brent Raymond to sign the agreement. Motion seconded by Richard Craig and carried unanimously.

I'm pleased to share the details of this exciting award with our community. The Department of Buildings and General Services (BGS) has approved our application for funding in the amount of \$171,476.44 through the MERP Implementation Grant program. This grant will help our municipality increase energy resilience, reduce energy use and operating costs, and curb greenhouse gas emissions in our municipal buildings. This is a great opportunity for our municipality to lead by example in energy efficiency and sustainability.

Attachments:

None



WORK IN TOWN RIGHT-OF-WAY POLICY

Purpose:

The purpose of this policy is to ensure the integrity of Morristown's Village and Town road infrastructure and right-of-way while providing a streamlined permitting process for residents and service providers to do construction and/or repair work in the right-of-way. No person, entity or department shall disturb the ground, surface, or pavement in any Morristown road, sidewalk, path, curb or right-of-way without first obtaining a written permit from the municipality.

Delegation:

Upon Adoption of this policy, the authority to issue permits for any work in the right-of-way shall be delegated to the Highway Superintendent, or other designee.

Contractor requirements:

All work shall be conducted by a professional contractor. The Contractor shall supply a certificate of insurance before work commences (general liability coverage in a minimum amount of \$500,000). The Insurance shall include all equipment used (owned, non-owned or hired) and must be maintained for the duration of the work. The contractor must provide proof of Dig Safe authorization. The Contractor shall provide a written plan for protection of shade and ornamental trees and the restoration of turf. **48 hours' notice must be given prior to work commencing.**

The Owner and/or Contractor shall be responsible for any repairs and/or replacement of any existing surface treatments and/or utilities damaged by the work under this permit to the satisfaction of Highway Dept and/or the affected utility company, including a warranty period of 12 months after completion and acceptance of the work, during which period the Town can require additional remedial repairs or replacements.

The permit application fee is **\$100 (\$85 fee and \$15 recording fee – Non refundable)** payable to the Town of Morristown. The Owner and/or Contractor agrees to comply with the requirements of this permit. This permit may be revoked by the Town at any time for non-compliance without prejudice or liability. The municipality reserves the right to deny a permit.

2. Emergencies:

Nothing in this policy shall be construed to prevent excavation as necessary for the preservation of life or property, provided the entity making such an excavation request receives approval from the municipality (Highway Superintendent) or their designee for a permit before excavation is commenced. All provisions of this policy shall apply to emergencies.



Pavement Cut Requirements

1. Except in the case of an emergency or with specific written exception, all work within the Town ROW shall be performed during normal daylight hours, Monday-Friday, April 15-October 15, except federal holidays.
2. The Highway Superintendent requires the following for gravel and paved road.
 - a. Where the existing road is gravel or paved, backfilling materials shall be of the same type as those excavated or shall be the type previously approved by the Highway Superintendent.
 - b. Trenches shall be backfilled and compacted in one-foot lifts.
 - c. All ditches in the disturbed area of construction shall be cleaned, any guard rails and or marking posts replaced.
 - d. Where a trench is dug parallel to the line of traffic, and in the paved area, the entire paved section of the roadway shall be repaved.
 - e. Paved roads shall not be left as gravel for more than 15 days. An asphalt patch shall be used if permanent patching cannot be completed.
 - f. Any damage to municipal infrastructure (sidewalk, storm drains, catch basins, manholes) shall be repaired forthwith.
 - g. Amount and size of Pavement Cuts will be minimized whenever possible

In addition to completing this application, a site visit must be scheduled with the Highway Superintendent or their designee. The Highway Superintendent can be reached at 802-730-4934 or 802-888-3398.

This policy supersedes and replaces all previous versions and communications related to this subject. It is effective as of _____ and will remain in force until further notice.

Approved this _____ day of November, 2024

Don McDowell

Christopher Palermo

George Cormier

Laura Streets

Richard Craig



RIGHT-OF-WAY/PAVEMENT CUT APPLICATION	
OWNER INFORMATION	
Property Owner:	
Parcel Number:	
Mailing Address:	
Phone Numbers:	Day: _____ Cell: _____
Email Address:	
CONTRACTOR/APPLICANT INFORMATION (if different from Owner):	
Contractor:	
Mailing Address:	
Contractor's Superintendent:	
Phone Number:	Day: _____ Cell: _____
Email Address:	
PROJECT INFORMATION:	
Physical Address of Project:	
Requested Start Date:	
Estimated Completion Date:	
DESCRIPTION OF WORK TO BE PERFORMED IN THE TOWN HIGHWAY RIGHT-OF-WAY:	
The Applicant agrees to adhere to requirements of the TOWN OF MORRISTOWN WORK IN THE RIGHT-OF-WAY POLICY and the directions, restrictions, and conditions forming a part of the permit application.	
Owner/Applicant: Signature: _____ Position/Title: _____ Date: _____	Contractor/Co-Applicant: Signature: _____ Position/Title: _____ Date: _____
<input style="width: 40px; height: 20px;" type="checkbox"/> CERTIFICATE OF INSURANCE	<input style="width: 40px; height: 20px;" type="checkbox"/> DIG SAFE AUTHORIZATION



All work within the right-of-way must be conducted in accordance with the Town of Morristown Work in the Town Right-of-Way Policy. Prior to final approval, all work must be inspected by the Highway Superintendent or their designee. This permit may be revoked at any time in the event of misrepresentations in this application or failure to meet the directions, restrictions or conditions of this permit.

This application is: ☐ **Approved** ☐ **Denied** **Permit number** _____

Restrictions, directions and/or conditions: _____

FOR OFFICE USE ONLY

INITIAL APPROVAL:

Dated this _____ day of _____, 20____.

Name/Title: _____

Signed _____

Highway Superintendent or designee

Expiration Date: _____ (if Right-of-Way work is not completed and has not received final inspection by the Highway Superintendent).

FINAL APPROVAL UPON COMPLETION:

Dated this _____ day of _____, 20____.

Name/Title: _____

Signed _____

Highway Superintendent or designee