

**Town of Fletcher – Select Board
Fletcher Town Clerk’s Office
Monday, June 3, 2019
Meeting Minutes**

Present

Members:

Rich Bidwell, Matt Gillilan, Jesse Wiens, Christine E. Nilsen

Guests:

Diane Dayvie, Chris Ringer, Eva Gillilan, Alex Sargent, Rachael Scarpa (Secretary)

1) Call to Order

- a. Jesse Wiens called the meeting to order 7:10pm

2) Regular Board Business

a. Listers:

- i. Board reviewed a preliminary draft of a letter to the listers from the Select Board and discussed edits.
- ii. Alex Sargent (Lister)- Alex, Diane and Chris attended a 4-day training regarding home appraisals. Fletcher property values are based off of 2005 values. Alex is currently working to find the contractors to conduct reappraisals- will reach out to surround towns see who they used. Alex would like to complete the application. Alex will attend the next Select Board meeting to provide a Lister update.* Select Board received letters (attached) from H. Carlton Ferguson (Lister) with his recommendations.

b. VT Emergency Management Plan- needs to be signed each year (draft attached).

- i. Who, by position, can activate the EOC? Remove Select Board, add Fire Officer
- ii. Finance: Add Christine, Rich and remove Eva
- iii. Town Garage: Add generator to equipment
- iv. Businesses with Standing Municipal Contracts? No
- v. Other Local Resources: Correction to: Sweet’s Construction, add Justin King, add Ed’s Excavating
- vi. VT Alert Managers: Rich Bidwell, Aimee Tinker. Eva will complete a refresher training for VT Alert Managers, Jon and Aimee. Eva will send Jesse verbiage to post in the newsletter about who to contact if someone (vulnerable population) needs to be contacted/checked on if there is an emergency.*

c. Roads Report:

- i. Grants: Mayotte Rd. is complete. Town received a \$137k VTrans structures grant for River Road culvert (90/10 grant) and a better roads grant for River Road to the Cambridge line.
- ii. Trucks: Select Board discussed options for town trucks, and Matt shared his research with the board. Matt will email the SB his spreadsheet of equipment fund.* Matt will sign a letter of intent for International Truck to replace the 2008 truck.*
- iii. Paving: Asphalt is prepped and Matt is waiting to hear from Pike Industries.
- iv. Communication with road crew: Norman’s and Matt’s phones are now receiving roads@fletcher-vt.net emails, but email is not sending (Jesse will follow up).* The laptop at the garage is working.
- v. Temporary Help: Matt brought in temporary help while Randy was on vacation.

d. Budget: SELECT BOARD reviewed and discussed budget. Future agenda item Review budget comparison in July*

e. Outstanding Items: The board discussed the status of outstanding items, and assigned the remaining items to be completed.

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- i. Pressure washing & Town office flooring: Rich will contact Brian and about repairing loose flooring and pressure washing the town office.*
- ii. Speed limit sign: Matt is ordering more speed limit signs*
- iii. Security System for town office: Matt will schedule the Security system installation in July.*
- iv. Cash on hand- Select Board discussed and decided they are comfortable having 30 days operating expenses on hand.
- v. Classifying School Road: The Select Board discussed classifying School Road. Matt recommended not reclassifying because it is not beneficial to town. Select Board agreed.
- vi. Generator- Rich will call by next meeting about getting generator installation scheduled for town office.
- vii. Jon- Provide a copy of Ernie's list for Select Board to review*
- viii. Floor heat and heat pump in town office: Fixed
- ix. Rich will contact company to fix in air exchanger town office by end of July*
- x. Jesse will reach out to Champlain Valley Office of Economic Opportunity about potentially coming to a Select Board meeting to discuss what the organization does for Fletcher.

3) Adjournment

- a. Meeting adjourned at 9:06pm

**Denotes action item*

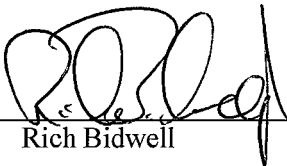
Upcoming Meetings:

DRB Hearing: Wednesday, June 5, 2019 at 7pm


BCA Meeting: Monday, June 10, 2019 at 6pm

Select Board Meeting: Monday, June 17, 2019 at 7pm

Jon Bondy, Chair

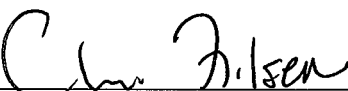


Rich Bidwell



Matt Gillilan

Jesse Wiens



Christine E. Nilsen

rec'd 6/3/19

APPRAISING 2019 FLETCHER, VT.

Appraising is simple enough. The problem is the lack of discipline. This is true of professionals and Listers.

The act of staying on subject is hard for most. To zero in on a cluster and stay with it until it is done is difficult. Writing notes and using charts helps. When appraising the cluster in question look it all over and grade it by the chart. Then make sure the items are complete. Then look for possible depreciation from the view point of the buyer. Review the chart and look at each cluster as a part of the whole.

The use of 2% a year depreciation is not part of the fair-market world.

The use of a comparable routine is ludicrous when appraising a town. Fletcher does not have anywhere near the amount of sales needed.

Professional appraisals need well documented requirements in the contract. The contract should have the appraiser make all the appointments. The town clerk can help or do it all as a courtesy. The field sheets must be complete and signed with a copy for the Town Clerk and a copy for the Listers. The Listers have to appraise new or changed properties each year and there should be consistency between the reappraisal and the new properties.

The law requires that all the material used by the Listers to put together the List must be available to the property owner. That extends to the reappraisal material and results.

Having an out side appraiser appraise the properties does not in any way relieve the Listers of their duty or oath.

A town north of us had a reappraisal; they paid the appraiser; when told the Town had properties being appealed to the State. They were told the appraisers were in Connecticut and were going to stay there. Have it in writing.

The lower end of our present land scale is right on the money. The upper end as we have been grading is low. A recent sale of run or the mill woods was double what it was listed at. Sugar woods in bankruptcy are about where we are. It would be prudent to use the present land scale. A trend line for forest and a trend line for sugar bushes should be run to help with grading the forests and sugar bushes. Sales from adjoining towns should be added to ours. 10 years of sales should be used. The land sales are more constant than camps or houses. If a hired appraiser is paid for each parcel of land, the town should require 4 GPSed pictures at each site, and a required numbered sites depending how large the parcel is.

I recommend those wishing to do a reappraisal use their own home to try out the field sheet. Next use pictures and drive by to do everything possible to appraise recent sales. At the office go over the pictures together. A week later go over what you have done. If you are comfortable with your work, it is decision time.

Let the games begin.

5/28/2019

TIME AND LISTING

An average reappraisal cost \$95 per parcel. The land as many do it uses up about 10 minutes per parcel.

I have been called to 5 towns over the years because the Listers were left with the aftermath.

Before parcel mapping, hired appraisers just went by the numbers and not where or what existed. Note! the auditors did drive by.

I have found over the years that it pays to take time to look and think about each cluster. Back in the late 1960s we just checked a box under the proper grade. It was easy to become what I call careless, or as others call it sloppy.

With time I settled on 2 minutes per item with the old system and the CAMA system. The new system is broke down to 15 clusters. Allocating 2 or 3 minutes to each cluster would be a good start. Most of us acquire a habit of giving a cursory glance at things. That just doesn't cut it at hearings or in court.

It is very easy to go along to get along, to get out of the house as soon as possible. It is much harder to have the discipline necessary to convert what you see to the discipline called math.

Start by acquiring the good habit of spending the necessary time. You will be glad you did.

Carlton

6/1/2019

Local Emergency Management Plan Municipal Adoption Form 2019

Town of Fletcher, Vermont

**33 Shaw Road
Cambridge, VT 05444**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

Municipality	Town of Fletcher
LEMP Adoption Date	06/03/2019
NIMS Adoption Date	7/7/2014
EMC Name	Eva Gillilan
Position	EMC
Primary Phone	849-6978
Alternate Phone	363-5366
Email	emgillilan@yahoo.com
POC 2 Name	Matt Gillilan
Position	Selectboard
Primary Phone	373-3517
Alternate Phone	849-6514
Email	gillilanexcavating@gmail.com
POC 3 Name	Jon Bondy
Position	Selectboard Chair
Primary Phone	782-1836
Alternate Phone	849-2782
Email	Jon-sb@fletchervt.net

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____

Matt Gillilan, Selectboard/Road Commissioner/FxPD Deputy Chief

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

Jon Bondy Selectboard Chair

Printed Name, Selectboard / council member

**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to
Regional Planning Commission.**

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Local Emergency Management Plan (LEMP)

Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input checked="" type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input checked="" type="checkbox"/> A
	Contact information for local authorities during an emergency	<input checked="" type="checkbox"/> A
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input checked="" type="checkbox"/> A
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/> A
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	1
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	1
	EOC staff positions and duties (minimum 1)	1
	List of potential EOC staff members (minimum 1)	1
	Facility information for potential EOC locations (minimum 1)	1, 2
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	2
	List of municipal contracts that can be used during an emergency (if any)	.
	List of other local resources that could be used during an emergency (if any)	2
	National Incident Management System (NIMS) Typed Resource List	3
<input checked="" type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	4
	Local website / social media information (if any)	4
	List of local media outlets (if any)	4
	Public notice sites for non-phone/Internet information	4
	Vermont 2-1-1 contact information	4
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	4, 5
	Identification and monitoring process	
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	6
	Opening information for local shelters (if any)	6
	Service information for local shelters (if any)	6
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	9
	Response organizations	9
	Municipal officials / public works	9
	State, region, and adjacent municipality contacts	10-15

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency Management (EM) planners

These are the people who wrote and/or maintain this plan.

Eva Gillilan, Fletcher EMC	Norm Rainville, Road Foreman
Matt Gillilan, Selectboard	Jesse Fleming, Fairfax Fire Chief

2. Municipal Emergency Operations Center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Who, by position, can activate the EOC? Selectboard Members
Fire Chief/Deputy Chief

Preferred EOC Positions and Duties

EOC Director	Supervises and directs all EOC activities coordinating municipal support and response Staffs phones and radio Tracks and answers any Requests For Information (RFI) Tracks and coordinates any Requests For Support (RFS) Produces and posts public information and press releases
Operations	Responsible for establishing and coordinating strategy and tactics (actions) for incident as set by Command.
Planning	Responsible for managing the Resources, Situation, Documentation, and Demobilization Units as well as any Technical Specialists.
Logistics	Responsible for providing facilities, services and material in support of the incident.

Finance

Accounts fr

Name	Notes / Contact Information
Eva Gillilan	Town EMC
Jon Bondy	Selectboard Chair
Matt Gillilan	Selectboard
Jesse Wien	Selectboard
Karrie Sweet	Town Clerk/Treasurer
Aimee Tinker	Asst. Town Clerk

Primary EOC Location

Facility / Address:	Town Office 33 Shaw Road
Phone Numbers:	849-6616
Equipment/Notes:	Does not have a generator.

Alternate EOC Location

Facility / Address:	Town Garage
Phone Numbers:	849-6178

Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Fletcher Union Church Cambridge Road
Phone Numbers:	Charles Tinker, 849-2161
Equipment/Notes:	

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Purchasing agents for emergencies:	Selectboard Town Clerk/Treasurer	
Emergency spending limits:	NA	
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
NA		
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Alan Cary Excavating	Alan Cary	849-6012 h 742-3168 c
Gillilan & Sons Excavating	Matt Gillilan	373-3517
Sweet's	Bob Sweet	849-6595
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) Typed Resources												
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other	
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A		
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation						
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact						
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper						
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted						
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer						
Public Safety Dive Team						Track Loader						
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer			1	N/A		
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A		
Fire Engine (Pumper)						Trailer, Small Equipment			N/A	N/A	1	
Firefighting Crew Transport				N/A		Truck, On-Road Dump					3	
Aerial Fire Truck			N/A	N/A		Truck, Plow					3	
Foam Tender			N/A	N/A		Truck, Sewer Flusher						
Hand Crew						Truck, Tractor Trailer				N/A		
HAZMAT Entry Team				N/A		Water Pumps, De-Watering						
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxillary Pump						
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution					1	
Fire Boat				N/A		Water Pumps, Wastewater						
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A		
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A		
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe					1	
Aerial Lift - Truck Mounted						Wheel Loader, Large						
Air Compressor					1	Wheel Loader, Medium			1		1	
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A		
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A		
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler						
Floodlights				N/A	2	Wood Chipper		N/A	N/A	N/A		
Generator					2	Wood Tub Grinder						
Grader	1			N/A	1							

Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.org>

4. Public Information and Warning

During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

VT-Alert message - State:	Vermont Emergency Management: 800-347-0488
Other VT-Alert managers:	Eva Gillilan, Jon Bondy, Rich Bidwell
Important Local Websites / Social Media channels:	http://www.fletchervt.net Facebook – Fletcher Folk (VT) Facebook – The Community of Fletcher, VT.
Local Newspaper, Radio, TV:	St. Albans Messenger – Tel. (802) 524-9711 County Courier – Tel. (802) 933-4375 WEZF 92.9 FM - Tel. (866) 865-7827 95 Triple X 95.5 FM - Tel. (802) 655-9595 WOKO 98.9 FM - Tel. (802) 958-1230 VPR 107.9 FM - Tel. (802) 955-9451 WVMT 620 AM - Tel. (802) 655-1620 WCAT 1390 AM – Tel. (802) WRSR 1420 AM – (802) 863-1010
Public Notice locations:	Fletcher Town Office Fletcher Elementary School Fletcher General Store
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.

CARE (Citizen Assistance Registration for Emergencies)		(Supporting PSAP)	
High Risk Population Type (school, daycare, nursing home, medical equipment-dependent resident, handicapped resident)	Point of Contact	High Risk Population Location (physical location)	POC Phone Number
Daycare	Dauphinee, Angela	922 Pond Rd	849-0085
Daycare	Y School Age Program at Fletcher Elementary	340 School Street	652-8190
Daycare	Samantha Gillilan	3050 Fairfield Rd	370-0738

School	Fletcher Elementary School PK-6 Sharon Tinker- Office Chris Dodge, Principal	340 School Street	849-6251
Camp	Camp DREAM	1618 Taylor Rd	Office: 802- 338-8979 Camp: 802- 849-2411

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

Regional Shelter

Location / Address:	St. Albans Town Education Center South Main Street, St. Albans, VT 05478
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	524-2166

Primary Local Shelter

Location / Address:	Fletcher School
Facility Contact(s):	Chris Dodge
Phone Numbers:	802-279-4904
Shelter Manager:	Chris Dodge
Staff Requirements:	Depends on scale of sheltering need
Services:	<input checked="" type="checkbox"/> Warm/Cool <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Food Prep <input type="checkbox"/> Showers <input type="checkbox"/> Healthcare
Notes:	Capacity: 100 Generator? <input checked="" type="checkbox"/> Pets Allowed? <input type="checkbox"/>

Alternate Local Shelter

Location / Address:	Fletcher Historical Society Cambridge Road
Facility Contact(s):	Charles Tinker
Phone Numbers:	849-2120
Shelter Manager:	
Services:	<input checked="" type="checkbox"/> Warm/Cool <input checked="" type="checkbox"/> Overnight <input type="checkbox"/> Food Prep <input type="checkbox"/> Showers <input type="checkbox"/> Healthcare
Notes:	Capacity: 75 Generator? <input type="checkbox"/> Pets Allowed? <input type="checkbox"/>

Alternate Local Shelter

Location / Address:	Binghamville United Methodist Church 36 School Road
Facility Contact(s):	Charles Tinker
Phone Numbers:	849-2120
Shelter Manager:	
Services:	<input checked="" type="checkbox"/> Warm/Cool <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Food Prep <input type="checkbox"/> Showers <input type="checkbox"/> Healthcare
Notes:	Capacity: 50 Generator? <input type="checkbox"/> Pets Allowed? <input type="checkbox"/>