

Town Administrator’s Report for Selectboard Meeting on April 25, 2016

Highway Access Permit for David Diaz

The application is for an access to an existing parcel with a building envelope, approved in 2007. The access was previously approved in 2006 (HAP-06-04), however, the Policy and Procedure for Highway Access Permits indicates “if construction has not commenced within two years of the date of the issuance of the highway access permit, the permit will expire.” The previous approval required that the access be moved 25’-50’ feet to the north to move it away from a utility pole. It appears the current application has addressed this.

An additional condition from the prior permit, which could be copied on this permit, required that “brush will be cut and maintained on the south side to provide sight distance and visibility.” No culvert is needed. The Policy and Procedure for Highway Access indicates (in 2nd paragraph) that the Selectboard will be guided by Vermont Agency of Transportation standard sheet B-71. This standard indicates the approach area adjacent to the town highway should have a 3% slope away from of the town road for a minimum distance of 20 feet from the edge of the town road’s shoulder. Since there have been misunderstandings about this in the past, this should also be a permit condition.

Proposals for Port-o-let outside Town Hall

Due the limited septic capacity in the west village, the two establishments that serve food in the village do not have public restrooms. In the spring, summer and fall, there are often tourists and bicycling groups that stop at these shops—and the personnel at the shops refer these visitors to the restrooms at the Town Hall. This has resulted in extra use and occasional abuse of the Town Hall facilities. The Town Clerk and Assistant Town Clerk have requested that the Selectboard consider renting a port-o-let during the five or six months when there’s high tourist traffic in the area. Monthly prices were obtained from three vendors, as follows:

	<u>Regular</u>	<u>Accessible</u>
Drummac	\$85/mo.	\$120/mo.
Hartigan	\$98/mo.	\$188.50/mo.
P&P	\$100/mo.	\$160/mo.

This is not in the budget for FY16 or FY17. In FY 16 (current year), \$6,659 of the \$10,000 has been spent in the Town Hall Maintenance budget. Unless there is an unexpected event/damage, it appears this added expense for the remainder of the fiscal year can be paid from the Town Hall Maintenance account without going over budget. The budget for FY17 is also \$10,000.

VT Cares Champ Ride Fundraiser

The fundraiser is to take place on June 11—there are no other bicycle/running/fundraising events scheduled on this date or this weekend. The event has been held for over 10 years, without any problems. Three routes come through Charlotte. The 32 mile route comes south on Spear Street to Baptist Corner, then west on Hinesburg Road, Church Hill Road and Ferry Road, and north on Greenbush Road. The 67 mile and 100 mile routes come south on Spear Street, into Ferrisburg and Monkton, and back (north) on Greenbush Road. It’s not clear what provision will be made or directions provided on the 32 mile route for riders crossing Route 7 from Church Hill Road to Ferry Road (or whether any are needed, since the stop light provides traffic control).

Charlotte Park & Wildlife Refuge Oversight Committee—Update of Management Plan

The Committee has been updating the Management Plan, which was created when the Park was created in 1999. They have created a document that indicates the proposed changes from the existing Management Plan for the first three sections, and wanted the Selectboard to review these before proceeding.

Construction Contract for the Senior Center Addition

The Construction Committee has worked on the scope of the contract with NECCO, Inc. NECCO provided a proposed contract, which the committee has marked up and sent proposed edits to NECCO. There is likely to be discussion on Friday and/or Monday to finalize the edits. The edits will not change the contract sum of \$165,273. The Senior Center Board and the contractor are hoping to finalize the contract to allow an early May start of construction.

Paving Plan

Junior has obtained language from Shelburne for a proposed Paving Bid Request, and I incorporated this into a document for Charlotte. The aim is to finalize the document so Junior can send it to paving companies. You may also discuss the proposed paving locations.

Water Systems Operator Contract

Lincoln Applied Geology (LAG) has been the Operator of the Town Hall and Library water treatment systems since the systems came on-line in the summer of 2014; three quotes were obtained at that time, and LAG provided the most comprehensive proposal. Jeannine took samples of the bath-house at the beach, which does not require a licensed operator but it does require a certification—so, it seems desirable to combine the testing into one contract. Lincoln Applied Geology has provided good service; there are some idiosyncrasies to the systems, which they have worked with. The first activities at the beach will be the first week in May (tennis camp), so the bath house will need to be available at that point. I would recommend renewing the agreement with Lincoln Applied Geology, and going back out to bid next year.

Contract for Planning Consultant Services

Since the Town Plan has been “in the works” for a significant time, and Jeannine has been involved with it for much of that time, it seems that it would make sense to contract with her for assistance with the Plan until it is ready for public hearings. So I have asked Jeannine to provide a proposed scope of work for planning consultant services. The proposed scope of work also includes assisting with wastewater permit review, as there was not enough time during her overlap with Joe Rheume to provide training on the wastewater permitting system.

Additionally, Jeannine has thought about other improvements to the permitting process that she did not have time to implement when she was working for the town; so she has included those in the scope. The Planning Commission will be reviewing the proposed scope of work, along with Joe and Daryl—it’s not clear at this point whether they will be ready to recommend approving the scope by the April 25th meeting. There are allocations in the Planning & Zoning budget for Planning Consultants and the Town Plan with \$5,368 unspent in the current fiscal year.

Local Emergency Operations Plan

This needs to be updated every year to include new contact information and address any new state or federal requirements. It needs to be adopted by May 1st in order for the town (and CVFRS) to be eligible for grants from the Department of Emergency Management and

Homeland Security and to be eligible for higher levels of reimbursement for repairs to damage by storms.

Appointments of Daryl Benoit

Jeannine represented the Town on these committees of the Chittenden County Regional Planning Commission.

Close the Grand List

The Board of Listers has provided the relevant statutes.