

## **Town Administrator's Report on Agenda Items For Selectboard Meeting on 2/16/16**

**Review Financials**—the Treasurer will provide financials to be reviewed.

**CPI metric**—the Treasurer and Assistant Treasurer have questioned whether the cost of living adjustment for FY15 and FY16 were calculated in accordance with the Salary Administration Policy; and they have questioned whether the Salary Administration Policy uses the best metric for determining the cost of living adjustment.

**Thompson's Point Wastewater System Operating Budget**—the Town owns and operates the wastewater system on Thompson's Point, although the costs to run the system are paid by lease-holders. The Selectboard's role is to approve the operating budget for the system, which then allows the Treasurer to bill the wastewater fee to lease-holders. The budget is first developed by the Thompson's Point Wastewater Advisory Committee, of which Fritz and myself are members, and which also has three lease-holder representatives. The system operator (Steve Williams) and engineer (Chris Galipeau of Civil Engineering Associates, Inc) are advisory members. The 20 year bond that paid for the construction of the system was paid off two years ago—so one of the goals of the committee and the budget is to build up the Maintenance and Rehabilitation Fund (aka “the sinking fund”) in the event that major components of the system need to be replaced, now that it's over 20 years old. The Advisory Committee “approved” the proposed budget on February 9<sup>th</sup> for submission to the Selectboard for final approval.

**National Multiple Sclerosis Society**—NMSS organizes a bicycle ride-fundraiser that is partially in Charlotte—this year it's planned for August 6<sup>th</sup>. Since they are a not-for profit, no fee is usually required. This request and the request by the RaceVT.com come to the Selectboard as requests to use the town highways, over which the Selectboard has general control under Title 19 Section 303 VSA—but the Selectboard's review has historically focused on traffic control and relate organizational/logistical issues. This event has been held for many years, without incident.

**Green Mountain Power**—GMP is proposing to replace utility poles on Lake Road and Whalley Road, and has submitted a petition for the Selectboard's approval and signatures. This comes under the Selectboard's purview via Title 30 Section 2502 & 2503, as well as Title 19 Section 1111 VSA. New poles are proposed to be 45' tall, 7' of which will be buried. Spans between poles is proposed to be shortened, so there will be a net increase in the number of poles. One existing tree may be affected, for which the GMP representative has contacted the Tree Warden.

**Michael Hinsdale Open Space Agreement**—Michael Hinsdale subdivided the former “Williams property” as a planned residential development, which, under Chapter VIII of the Land Use Regulations, allows a lot to be less than the minimum lot size provided the overall density is not increased, and also provided 50% of the parcel is designated as “open space.” The Planning Commission has approved the application contingent on Mr. Hinsdale executing an Open Space Agreement, to which the Selectboard is a party. The proposed agreement is based on a document that was originally created by the town's attorney 20-25 years ago. The proposed agreement has a few minor tweaks from the original, which I and Jeannine have reviewed and

feel to be acceptable—these are in paragraphs 3.d. and 3.i.B. I have not had the town attorney review the proposed document since it is very close to the boilerplate, but can do so if the Selectboard feels it's appropriate or desirable.

**Land Maintenance Requests for Bids**—I have updated the requests for bids for mowing and brush-hogging from last year, with a few minor edits. These are usually distributed mid to late February, with deadlines for bids to be submitted in mid-March.

In addition to the Request for Bids, I drafted an announcement for a 5-year lease of the meadow of the Burns property for mowing hay. In the past this has been mowed, for which the town has paid the mowing contractor. But in the past few years the mower has taken off bales of mulch hay. Therefore, it seems the field could potentially be put under a lease agreement, similar to some other town lands. Since the field is in poor condition, I proposed no rent be charged for the first five-year lease period, allowing the lessee to improve the field with during this period. The lease could be renewed after five years if there were no violations and the management plan was being followed.

In addition to the goal of making the field more productive agriculturally, there could be simultaneous goals for improving the habitat value of the field if it's desirable for such purposes. It seems it would be appropriate to see if the Conservation Commission has suggestions in this regard.

**Senior Center Water Heater**—the water heater in the Senior Center needs to be replaced. In accordance with the Purchasing Policy, since the cost is estimated to be greater than \$1,000 but less than \$5,000, a Senior Center Board Member has obtained three written quotes, and will attend the meeting to explain.

**RaceVT.com**—RaceVT.com is proposing three races that are wholly or partially in Charlotte: Lewis Creek Half Marathon, 5K & 10K runs on May 7; Lake Monster Sprint & Olympic Triathlons on August 7; and Charlotte Covered Bridge Half Marathon, 5K & 10K on September 10. RaceVT.com has coordinated running and bicycling race events for several years without any problems. The event on September 10<sup>th</sup> will coincide with the Kelly Brush Ride (which we have not yet received an application for)—this was the case last year as well, and I don't believe there were any issues, as the two events do not overlap in terms of timing. Since RaceVT.com is a "for profit", they have paid a per-person fee to the Town; in the past I believe this was \$5. The Recreation Commission has used this fee towards scholarships to recreation activities.

**Comments on proposed 144.9 kW solar project at 5721 Ethan Allen Highway**—an application was submitted to the Public Service Board for this project, which is on the east side of Route 7, three parcels south of State Park Road. The Department of Public Service has asked whether the Town has any comments regarding the siting or proposed landscaping. I have requested an extension of the deadline for providing comments from February 16<sup>th</sup> to February 23<sup>rd</sup> to allow time to review the filing and confer with the Department of Public Service.

**Sound System Package for Town Meeting**—VCAM will be streaming Town Meeting and also the information hearing on Monday night—so they will be providing corded microphones for the

Selectboard and the Moderator and two hand-held microphones for the floor. We will still need speakers and a mixer, which Ben Chartrand of CW Stageworks can provide for \$333.50.

**Humane Society Contract**—this is an annual contract for taking stray dogs and cats.