

Town Administrator's Report on Agenda Items For Selectboard Meeting on 1/11/16

Senior Center Addition Bid Opening

The Town's Purchasing Policy (approved 6/22/15) indicates that bids will be "publicly opened and read aloud by the Selectboard or designee at a Selectboard meeting." The Request for Proposals for the project indicates that the bid opening will be on 1/11/16 @ 2 PM. After the bid opening, the bids will be e-mailed to the project architect, who will analyze them and make a recommendation. The agenda for the night meeting on 1/11/16 includes, at 7:10 PM, awarding the bid. Three contractors have submitted Letters of Intent to Bid: DEW Construction, NECCO, and Millbrook Construction.

Interview Britney Tenney

There is currently a vacancy on the Board of Listers, created by Moe Harvey's resignation. Notice of the vacancy was posted. Britney Tenney has applied for the vacant Lister position—a letter of application is included in the packet. The Selectboard must fill vacancies of elected positions until an election is held (24 VSA §963). The appointment would be until March 1, 2016 (i.e. Town Meeting). The position requires approximately 1-2 hours week, and pays an hourly wage, which would be determined in accordance with the Salary Administration Policy, which takes into account any prior experience.

Hearings for Amendments to the Town Plan & Land Use Regulations

Changes were made to the proposed amendments after the first public hearing. These hearings are required as per 24 VSA §4385 and §4442. Following the hearings, the Selectboard will need to decide whether to warn the amendments for vote at Town Meeting. (See discussion of the Town Meeting Warning below).

Senior Center Addition Project—award bid

If the Selectboard is ready, it can award the bid. If more time is needed to analyze the bids, more time is available since the project will not be constructed until June.

John and Lisa Hauenstein

This is a license agreement to allow electric lines to go under a town highway. The property is located at 6373 Spear Street, which is between Guinea Road and the Quinlan Covered Bridge (Monkton Road). John Hauenstein has indicated that a hole has already been drilled and a conduit installed, though electric lines have not been installed. The Road Commissioner performed a site visit and indicated that the location of the entry and exit are well away from the travel portion of the roadway, and likely outside of the town highway right-of-way. He is not sure how deep the conduit is. A draft license agreement will be provided later in the week.

FY17 Budget Review

General Fund

I have included all information received so far, except we did receive a request from Child Care Resources for \$750—this is in the packet but not yet included in the budget.

Since the last review on 12/14, the following changes have been made:

Revenues: Added \$28,000 Retained Education Tax

Expenses:

- Employee wages/salaries—incorporated 1.5% annual increase for employees within the 15 step pay-range and 2% increase for 20 year employee
- Planning & Zoning—incorporated approved change to staffing
- Constable, Halloween lights—changed from \$800 to \$815 to match current year actual cost
- Added Charlotte News to Donations (approved on 12/14/15)
- Added County Tax based on correspondence from the County Court
- Transfers: reduced Conservation Reserve Fund to \$50,000
increased Fire & Rescue Reserve Fund to \$181,346

The current figures result in a decrease of both expenses and revenues—but, with an anticipated 5% drop in the grand list, the result in an increase in the tax rate by \$0.0158 to \$0.1810.

The Road Commissioner is planning to provide changes to individual lines within the Highway budget, but these changes will not change the section total.

The latest the final budget can be approved is January 25th in order to meet the deadline for sending the Town Report to the printer.

Fire & Rescue Capital Reserve Fund

Included in the packet are 12 hybrid options for funding the purchase of a pumper (\$550,000), all keeping the allocation to the Fire and Rescue Capital Reserve Fund at \$181,345 for the next six years:

- \$137,500 bond (i.e. 25%) w/10 year term
- \$137,500 bond w/ 20 year term
- \$275,000 bond (i.e. 50%) w/ 10 year term
- \$275,000 bond w/ 20 year term
- \$412,500 bond (i.e. 75%) w/ 10 year term
- \$412,500 bond w/ 20 year term
- All of the above options with a delay in purchasing vehicle by 1 year

I talked with the Vermont Municipal Bond Bank—and they indicated that another option, particularly considering two addition vehicle purchases will be requested in the next few years, is to obtain a bond anticipation note, which is renewable yearly, until we are ready to purchase the third vehicle, and then obtain a bond for the total. This has the benefit of reducing the cost from obtaining three separate bonds, and may have other benefits as well.

This decision does not need to be made immediately—all that we're looking at right now is the allocation to the Fire and Rescue Capital Reserve Fund. It appears that hybrid financing using the \$181,345 allocation to the Capital Reserve Fund and a \$275,000 bond will provide sufficient funding for the pumper.

Town Meeting Warning

A draft warning is included in the packet—it includes an article for the legislative charter to change the way the municipal budget is voted, and it includes all Town Plan and Land Use Regulation amendments, in addition to standard articles. As with the budget, the latest that the warning can be approved is January 25th in order to meet the deadline for sending the Town Report to the printer.

Civil Engineering Associates—renew engineering services agreement

Civil Engineering Associates has been providing engineering services to support the system operator (currently Steve Williams) since 1997. The agreement provides an estimated cost, and the actual cost is based on actual hours of service provided. The draft agreement has the same cost estimate as last year's agreement. The Thompson's Point Wastewater Advisory Committee voted in favor of renewing the agreement.