

Town Administrator's Report on Agenda Items For Selectboard Meeting on 1/19/16

FY17 Budget

Edits were made in accordance with the Selectboard's discussion on Monday 1/11, and checked against those made by Mary in NEMRC. There are a few lines that may warrant a second look:

Planning and Zoning—Town Plan/Land Use Regs: \$5,000 had been budgeted, and was reduced on Monday to \$750 because it was assumed this was redundant with Planning Consultants and that the work on the Town Plan and Land Use Regulations would largely be done. I asked Jeannine about this—she indicated she was budgeting to work on addressing standards that either don't exist or need to be updated, and for which the Town Plan calls for, for example historic building standards to assist the Thompson's Point Design Review Committee, and scenic road standards which are now over 10 years old. This type of work is probably not grant-eligible. The Planning Consultants line item (\$2,500) is to pay for consultants to assist with reviewing development applications, i.e. for subdivision, site plan review and conditional use review.

Town Lands—Land Maintenance: this line item previously consisted of the parcels and trails that are in the mowing and brush-hogging contracts. As requested on 1/11, trails and some of the parcels were broken out; what is left in Land Maintenance is Town Green/Fire Station/Senior Center/Museum (last year's bid = \$4,500) and brush-hogging (last year's bid = \$2,200). So, the question is whether these two items should be separated and renamed like the others.

Library—Youth Librarian and Technical Librarian: the Library Director indicated that all library staff except one will be working seven Saturdays for five hours each. This averages to less than one hour week over the course of 52 weeks. Therefore it does not seem appropriate to increase "approved hours," on which health benefits are based. So the additional Saturday hours are not reflected in the budget in order to avoid a discrepancy with budgeting for health benefits—but it's possible two staff members, the Youth Librarian and the Technical Librarian, will go over their budgeted compensation.

Donations/Annual Requests: check donations to American Red Cross (requested \$1,500) and Child Care Resources (requested \$750).

Conservation—Operating Costs: the various component line items were broken out as indicated in the Conservation Commission's proposed budget. ("Lewis Creek Frogbit" should probably be changed to "Water Quality Stewardship"). Marty Illick indicated that a contract for the water quality improvement and monitoring work performed by Lewis Creek Association is in the works; the Chair of the Conservation Commission has been out of state for several months, and she will be in touch with him when he returns.

Energy Committee: it was noted that both the FY16 and FY17 budgets include \$2,500 for "energy audits for town-owned buildings". I consulted with the Chair of the Energy Committee—she indicated that the committee plans on doing one building this fiscal year and one building next fiscal year, so requested that this amount be maintained.

Transfers to Other Funds—Fire & Rescue Capital Reserve Fund: The Fire & Rescue Capital Reserve Fund spreadsheet was used to look at the effect of bonding for 50% of the cost of the next three vehicle purchases; and also done for bonding for 75% of the first vehicle purchase and 50% of the following two vehicle purchases. The analyses show that an allocation to the capital reserve fund of \$181,345 over the next several years will allow the “total accumulated” in the fund to be “in the black” until 2019-2020 with bonding 50% of the next two vehicle purchases, and until 2021-2022 with bonding 75% of the next purchase. Decisions can be made in future years about the type of vehicles to be purchased, the level of bonding and the amounts to allocate to the capital reserve fund—the current decision is how much to allocate to the fund in FY17. It seems \$181,345 an appropriate amount.

Town Meeting Warning

The town attorney was consulted regarding the article reauthorizing allocations to the Conservation Fund,. In short, he believes the article for the Conservation Fund is necessary to allow allocations to the fund to be made without another 10 year authorization or a separate article every year. He provided some revised wording that has been incorporated. He was also consulted regarding the article that authorizes a legislative charter; he does not recommend changing the language, but indicated the Selectboard can provide additional information through other venues.

Selectboard Report for Town Report

The portion regarding the budget needs to be completed—but it would be good to discuss and approve the rest.

Candidates for Administrative Assistant

Applications are included in the packet. As has been discussed, Selectboard members should indicate the five or so applicants that they want to interview—this can be done in executive session. Selectboard members should also be prepared to provide several dates that they would be available to conduct interviews.

Determine pay-rate for recently appointed Lister

I did a draft calculation using the procedure described within the Salary Administration Policy, which is included in the packet.