

Town Administrator's Report for Selectboard Meeting on January 9, 2017

Review of Factor Scoring for Town Administrator and Town Clerk/Treasurer

The purpose of this agenda item is to compare the preliminarily revised factor scoring on the Job Evaluation Grid for the Town Clerk/Treasurer (discussed at meetings on 4/7 and 5/26) with the scoring of the Town Administrator from 2014. The process is described in the Section II of the Salary Administration Policy. The job descriptions for both positions and the revised scoring of the Town Clerk/Treasurer are included in the packet.

Request to Close Roscoe Road between Prindle Road and Lewis Creek Road

The Conservation Commission is overseeing a celebration of the completion of the reconstruction of the Seguin Covered Bridge on Roscoe Road. For this, they would like to close a portion of Roscoe Road for two hours on the afternoon of Sunday 1/22/17.

As the event is being organized by a town board, VLCT PACIF has indicated the Town has liability coverage in accordance with the terms, conditions, exclusions and limitations of the binder. VLCT PACIF also recommended that volunteers sign a waiver. Mel Huff, who has been doing the bulk of the legwork for the celebration, and who is not currently on the Conservation Commission, has done this. VLCT PACIF also made recommendations regarding traffic control. Most of these seem reasonable and do-able; providing a pedestrian walkway seems a bit overkill and would be very difficult to implement. Mel Huff will be at the meeting to explain the traffic control plan.

Requests for Assistance from Chittenden County Regional Planning Commission

The Chittenden County Regional Planning Commission (CCRPC), as part of its planning for the coming fiscal year, allows towns to submit requests for assistance for analyzing transportation and land use problems—the deadline for submitting such requests is January 20th. The draft request is intended to address the advisory motion approved at Town Meeting 2016 to authorize the Selectboard to report/present options for pedestrian and bicyclist safety on Charlotte's roads for consideration at the next Town Meeting. CCRPC staff has indicated a likely budget is \$50,000, and the Town may be required to provide a 20% match (i.e. \$10,000), however the match may be waived if the project serves a regional need.

An additional request for a full municipal roadway condition inventory is proposed, as recommended by CCRPC staff and at no cost to the Town, to satisfy VTrans' Certificate of Compliance, which allows the Town to obtain an additional 10% reimbursement rate on VTrans' grants.

FY18 Budget

Changes discussed or requested at the last Selectboard meeting have been entered into the budget. There may be some additional changes that are warranted.

The Recreation Commission has requested an additional \$1,840 for the purchase of the final five baskets for the disc golf course. This would be added to Beach Maintenance.

The December figures for the cost of living adjustment are not yet available—however, the average for the last 11 months is close to 0.8% higher than the preceding 12 month average. So, there may be a small (e.g. 1%) cost-of-living adjustment to wages/salaries, in addition to regular step increases. This can be factored into the budget at the January 23rd meeting.

Warning for Town Meeting, 2017

The Town Attorney was consulted on questions raised at the Selectboard's last meeting, and the warning was revised accordingly.

With regard to Articles 7 and 12—I'm aware that CVFRS would like the Town to bond for the entire cost of the pumper. This can be further discussed by the Selectboard. Regardless of this decision, the bonding process requires legal assistance—last year our Town Attorney estimated that this will cost approximately \$4,500--\$5,000. The Vermont Bond Bank staff has indicated that this expense is an eligible use of bond proceeds—so it could be added to the total of the bond.

With regard to Article 8, Rick Brigham has indicated that borrowing from the Housing Trust Fund would be acceptable provided it won't leave the Housing Trust Fund without sufficient funds if projects seeking a grant should arise. If the Lane's Lane project moves forward, at least two lots will be required to connect immediately, which will allow the Housing Trust Fund to be partially reimbursed within five years. There may be additional leaseholders that will want connect early or that will be selling (which will trigger connection). Also, as indicated in the draft letter to Lane's Lane leaseholders (which is in the packet), the Selectboard could allow a five-year payback period for leaseholders who connect in 2017, but reduce or eliminate the payback period for leaseholders who connect after 2017, thereby encouraging leaseholders to connect in 2017 and also reducing the total payback period to 12 years rather than 16 years.

With regard to Article 9, the Town Attorney indicated that statute (24 VSA §3625) empowers the Selectboard to allocate wastewater capacity—so therefore the article as proposed is not a "proper public question." Furthermore, since the Town has not adopted the Australian ballot system under 17 VSA §2680(d), this question cannot be voted by Australian ballot at this Town Meeting. The Town Attorney does not recommend "advisory articles"—but it seems the use of the excess capacity of the town wastewater system will be "unresolved" without the benefit of broad public feedback—so it seems it would be appropriate and desirable to warn Article 9 as an advisory article.

Kessler Appeal

It appears that neither the Selectboard or Planning Commission are planning to bring forward an amendment to the Land Use Regulations to allow two-family dwellings on less than 10 acres. Therefore, the Selectboard will need to decide whether to "defend" the appeal of the Zoning Board's decision to deny a certificate of occupancy in the Environmental Division of Superior Court, or stipulate to issue the certificate of occupancy.

Letter to Lane's Lane Leaseholders

I have drafted a letter to Lane's Lane leaseholders to let them know what work has been done, and what the next steps are. As indicated in the letter and as stated above, the Selectboard could allow a five-year payback period for leaseholders who connect in 2017, but reduce or eliminate the payback period for leaseholders who connect after 2017, thereby encouraging leaseholders to connect in 2017 and also reducing the total payback period to 12 years rather than 16 years.

Steve Williams and Chris Galipeau met with an electrician (Dan Pratt of Pratt & Smith Electric) to check the electrical service to the camps. They've indicated there don't seem to be any major concerns, but there may be a need to relocate the breaker boxes to allow for outdoor shut-offs. They will be providing a cost estimate for this, possibly by Monday.