

## **Town Administrator's Report for Selectboard Meeting on July 25, 2016**

**Davisson Highway Access Permit**—This application is for a driveway for a single family dwelling that is to be constructed on an existing lot. The lot was created via a subdivision approved by the Planning Commission in 1988, and the proposed driveway is in approximately the same location as what was approved by the Planning Commission. It appears that the sight distance to the east may be slightly less than what the usual rule of thumb requires, i.e. 10 x the speed limit. The default speed limit on gravel roads is 35 mph, and it appears the sight distance may be slightly less than this. Junior will be providing a measurement. Nevertheless, it appears that the proposed location is the best for the sight distance, and also avoids being too close to the stream. Recommendation is for approval.

**Selection of Contractor for Cleaning the Town Hall**—A Request for Bids was issued on June 13<sup>th</sup>, with a deadline for submission by June 20<sup>th</sup>. By the deadline, one firm has submitted a bid. This is a sealed bid, so it will be opened at the meeting on Monday. Two town employees met the bidder (prior to the bid submission) and were impressed by his attention to details. The budget for cleaning the Town Hall was estimated at \$4,800 (within the Town Hall Maintenance budget of \$10,000). If the bid is significantly over the budget, the Selectboard should revise the scope and put out another Request for Bids, in accordance with the Purchasing Policy.

**Park & Ride**—The staff-person from Chittenden County Regional Planning Commission who has been involved with the Park & Ride Feasibility Study has asked, on behalf of VTrans (which commissioned the study) that the Selectboard rank the sites identified in the study in terms of its preferences. At the last Selectboard meeting, the Selectboard asked the Town Planner to provide some analysis of the sites. He will make a presentation on Monday (approx. 15 minutes); the intent was that the remainder of the 30 minutes allocated for this would allow the public and the Selectboard to voice their preferences, as well as any concerns or questions. At this point, this is a study and discussion; no application has been submitted. But the intent is to give VTrans some guidance as to how to proceed.

**Selection of Consultant for Trail Scoping Project**—A Request for Proposals (RFP) was issued on May 24<sup>th</sup>, with a deadline for submission by June 23<sup>rd</sup>. Three firms submit proposals. Proposals were divided into Technical Proposals and Cost Proposals. The Technical Proposals have been reviewed by the Trails Committee; the Cost Proposals are sealed and will be opened at the meeting on Monday. The RFP indicated that the budget for the project is \$50,000 (i.e. grant of \$45,000 and town funding of \$5,000)—so it seems likely the cost proposals won't exceed that.

The Trails Committee found the Technical Proposals to be of a very high caliber. The Committee reviewed the proposals using the point system provided in the RFP. Dubois & King scored slightly higher than Broadreach Planning & Design; and Holden Engineering came in third. The scores were 90, 85 and 78, respectively. The Project Manager from VTrans also reviewed the proposals; the scores were D&K 89, Broadreach 87 and Holden 87; he said “we’re really splitting hairs here.”

The complete proposals are in the electronic packet and on the counter in the Town Clerk's Office. I've included the first section of each proposal in the hard copy packet.

If the Selectboard agrees on the recommendation from the Trails Committee, and the cost proposal is within budget, the next step will be to finalize and approve the contract. The Selectboard can authorize the contract at this time, or request that the contract to be on a future agenda.

**Annual Financial Plan for Town Highways**—VTrans requires the Financial Plan to be submitted annually. The Class 2 and Class 3 figures are determined by multiplying the road mileage in each class by a "per mile" dollar amount, which is determined by the state's allocation to each class of road statewide. The Town Tax Funds figure is the remainder of the total budget, as determined by subtracting the state's Class 2 and Class 3 allocations from the town's total highway budget. The Winter Maintenance figure is from the Road Commissioner's budget.

There are 31.79 miles of Class 2 highway and 42.45 miles of Class 3 highway in town, which comes to 74.24 miles in total.  $\$300 \times 74.24 = \$22,272$ . So, the Town's budget is (considerably) greater than this amount; the form asks the Selectboard to certify this.

**Certification of Compliance of Town Road and Bridge Standards and Network Inventory**—Vtrans also requires the Certificate of Compliance to be submitted annually. The certificate refers to the standards that were adopted in 2013, and the minimum requirements included in the January 23, 2013 template—which is exactly what was adopted.

The requirement for certifying the highway network inventory is recent. In talking with Junior, we believe at this point we do not have this inventory. We do keep and update a culvert inventory; and the state does a bi-annual bridge inspection. But we don't really have a detailed, written or computerized inventory of the paved roads and gravel roads.

The main ramification of checking "do not have an up-to-date highway network inventory" is that our reimbursement rate for Town Highway Structures grants is 80% (rather than 90%), our reimbursement rate for Class2 Roadways grants (i.e. for paving) is 70% (rather than 80%), and our required match for a FEMA disaster grant would be 17.5% (rather than 12.5% or 7.5%, which also depends on other factors).

I talked with staff at Chittenden County Regional Planning—they indicated 1) it seems that different towns interpret this differently (and somewhat subjectively) as to whether they have up-to-date inventory; and 2) they can perform inventories of our paved and gravel roads next summer at no cost to the town—we will need to make a request in December for the FY18 UPWP (Unified Planning Work Program). They will also enter the information into an analytical database program and can keep the inventories updated provided we provide them with information about paving and gravel road maintenance and reconstruction.

**RFP for Consultant to Assist with Wastewater Permit Application Reviews**—The Selectboard is being asked to authorize the distribution of the RFP. We've been contracting with

Lamoureux & Dickinson for this work for about 1 ½ years; they do excellent work, but it seemed appropriate to go out to bid as a way to control the cost. A new provision in this RFP is it requests bidders to provide a quote for each type of application, whereas in the past they were asked to provide only an hourly fee. By contracting on a “cost per application” basis, we can amend our fee schedule to parallel the cost schedule, and thereby more closely match revenues and expenses for this service. As has been discussed in the past, by administering the wastewater permit system, the town is better able to work with applicants in an effective and efficient manner, which results in better permitting and development outcomes.

**Work Agreement with Lincoln Applied Geology for Monitoring Plouffe Lane Landfill—**

This is an annual contract, which is required by the state for the closed landfill. Lincoln Applied Geology has monitored the landfill for many years, possibly since the landfill was closed. The estimated cost for FY17 is the same as the cost for FY16.

**Thompson's Point Lease—termination & new lease for 353 Lane's Lane—**The camp is being sold, and so the lease is to be terminated and a new lease to be approved. The odd thing about this lease is that it is for 2/3 of a lot. The lease was traced back to 1953 when it was indicated as “that portion of land lying between land now leased to Cecil Root and Robert Hubbell and Rev. R.A. Hall...” In 1967 it was described as “2/3 of Lot 133”, which is how it is currently described. The lot was included in Schedule A of the original Wastewater Ordinance, and is already attached to the wastewater system—so the lease is the same as other lots served by the system, and does not need the new language for Lane's Lane lots that have not yet connected.