

Town Administrator's Report for Selectboard Meeting on June 13, 2016

Dan Morris—Site Visit—There is a site visit at 6:40 pm—the location is on the west side of Mount Philo Road just south of the first house south of Lime Kiln Road.

Paving Bids and Contract—Bids are due June 9 @ 4 pm. They will be available for opening at the meeting.

Dan Morris—Request for Highway Access Permit—The applicant is proposing to build a single family dwelling on an existing parcel. He has also applied for a Subdivision Amendment to locate the building envelope, driveway and septic system on the parcel. The Road Commissioner will provide his review prior to the meeting. There appears to be sufficient sight distance; a condition of any approval should address the slope, e.g. the access must comply with VTran design sheet B-71—this means there should be a 3% slope away from the town roadway for the first 20 feet.

Juvenile Diabetes Ride to Cure—This is a fundraising bicycle ride scheduled for July 9—it is a one-way ride from Burlington to Middlebury. In Charlotte it uses Lake Road (including a rest stop at the town ballfield near the lake), Ferry Road, and Greenbush Road. No other events are scheduled for this date.

Lake Champlain Open Water Swim Race—This is a swimming race from New York State to Vermont, ending at the town beach. It's scheduled for September 11, with a rain date of September 18. The applicant has registered with the Secretary of State as a for-profit organization, but proceeds are donated to the Lake Champlain Clean-up Fund. The proposed date of the event is after the beach has closed—so town staff or a Recreation Commission member will need to open the bath-house for this event. Based on the approved fee schedule, the event should pay either \$100 or \$150 for use of the beach, depending whether they're considered a for-profit or a not-for-profit organization.

Interviews—both interviews are for reappointments for the terms indicated.

Applications to the Charlotte Conservation Fund—There are two applications under consideration: the Burns property (the Town is the applicant); and the Hinsdale/Preston project (Charlotte Land Trust and Vermont Land Trust are the applicants). There is currently \$553,019 in the Conservation Fund. The general fund budget for FY17 includes \$50,000 to be transferred into the Conservation Fund—this is not reflected in the current fund balance.

Burns project—the application is for \$10,000. The Selectboard voted in favor of conserving the wooded portion of the project at the last regular meeting on May 23. Kate Lampton has presented the application to the Conservation Fund to the Conservation Commission, Recreation Commission, Trails Committee and the Charlotte Land Trust, all of which endorsed the application.

Hinsdale project—the application is for \$90,000. This conservation easement will facilitate the purchase of the parcel by Dylan Preston, who currently operates a beef and hay operation. Two

options for a trail easement will be included in the project. The groups working on the project have developed a draft motion for the Selectboard to make in approving the funding.

Maintenance of Wastewater System Serving Town Buildings—Two years ago Dave Marshall (who volunteered his time) evaluated the wastewater system that serves town buildings and the fire/rescue station in the West Charlotte village, along with Fritz Tegatz and Charles Russell, and developed a list of one-time improvements and ongoing maintenance tasks. A request for a price quote was sent out to five firms in December, 2014 for the purpose of putting a number in the FY16 budget. \$1,200 of the estimated cost was incorporated into the FY16 operating budget, and \$3,300 was transferred into the Improvement and Repair Fund.

Price quotes were requested this week from four firms and a site visit will be performed the morning of Monday June 13th. It's anticipated that price quotes will be available for the Selectboard's meeting. It's recommended that the quotes be provided to Dave Marshall for review, and the Selectboard authorize contracting with the bidder that is most responsive to the request for quotes.

Penalty for Late Filers of the Homestead Declaration—Mary is suggesting that the penalty be waived, as indicated in her statement included in the packet.

Sullivan, Powers & Co.—Scope of Services for FY16 Audit—This is the third year of the three-year original scope of services provided by Sullivan, Powers & Co. Each year is contracted separately. The proposed price for this year is consistent with the original scope of services. From my perspective, staff from Sullivan, Powers & Co. have been extremely helpful, good to work with, and very professional. The proposed fee is \$14,100—\$16,000 was budgeted. It's recommended that the scope for the FY16 audit be approved.

VT State Police contract—the Selectboard has contracted with the Vermont State Police since 2014. Prior to that, the Selectboard contracted with the Shelburne Police for several years, and before that the Selectboard contracted with the Chittenden County Sheriff.

The current proposed contract is for an amount not to exceed \$30,210. The Purchasing Policy requires that contracts for amounts greater than \$5,000 should be put out to bid, unless the vendor/contractor is on the Preferred Vendor List. The Vermont State Police are not currently on the Preferred Vendor List. It could well be appropriate to re-bid the contract after several years, but it seems that re-bidding the contract every year would undercut the relationship that the Selectboard has developed with Vermont State Police. It's my understanding that the Town and Selectboard have been happy with the service and cost of the Vermont State Police—so it seems that adding the Vermont State Police to the Preferred Vendor List for this year's contract is appropriate.

With regard to the proposed FY17 contract (which is not to exceed \$30,210)—the FY17 budget includes \$30,000 for traffic enforcement. In FY16 (to date), \$18,266 has been spent for traffic enforcement (out of \$30,000 budgeted), and of the \$10,500 budgeted for court fine revenue, \$6,659 has been received.

Burns Property Agricultural Lease—at its meeting on May 23rd, the Selectboard awarded the five year lease to Mack Farms, Inc. for a lease payment of \$375/year. I've drafted a lease based on the agricultural leases used for the Charlotte Park & Wildlife Refuge and Thompson's Point. There are some features of the Burns property which seem appropriate to address in the lease, i.e.: the wastewater system mounds, the mowed trail around the periphery of the field, and the existing trees adjacent to the field—so I have added a provision to the lease. I have briefly discussed the lease with Robert Mack, but have not yet provided a draft.

Animal Control Housing Agreement—the Town has been contracting for several years with Comfort Hill Kennel for housing stray dogs, until their owners pick them or they're adopted—there is a fixed cost to the Town of \$600/year, and then dog owners pay a fee to retrieve their dogs. There are not many kennels that provide this service—and this arrangement has worked out well. I have contacted Comfort Hill Kennel and they are in agreement with renewing the agreement.

RFP for Cleaning the Town Hall—a scope of work was developed a few years ago by Sharron Balaban. Christina and I have revised this somewhat. The proposed scope is quite a bit more detailed than previous RFPs, and involves more work—so the cost will probably increase. It may require a re-evaluation of the scope after bids are reviewed.

Schedule for July and August—I will be on vacation June 28 to July 10. So I will be able to attend a Selectboard meeting on July 11, but I will not be able to prepare the agenda, unless it is a very simple agenda that can be prepared in advance. For example, Carrie has asked for review of the view from Route 7—the July 11th meeting could potentially be devoted to this. But I also wanted to check if Selectboard members want a “vacation,” either on this date or later in the summer? A meeting will be necessary the first week of August to set the tax rate.