

Town Administrator's Report for Selectboard Meeting on June 27, 2016

Waitsfield & Champlain Valley Telecom—WCVT is proposing to install fiber optic cable along Thompson's Point Road between Lake Road and Deer Point Road. It will run under Thompson's Point Road in one location, and under Deer Point Road in another location. Junior has reviewed the plans and found them acceptable provided the installation is at least 4' below the roadway surface and at least 3' below the bottom of the ditch. Language has been added to the petition to incorporate these conditions; additionally, because the proposal includes the two road-crossings, I consulted with the town attorney (David Rugh), who provided additional language to protect the town's ability to maintain the roads.

Park & Ride Alternatives Presentation—In 2014 the Vermont Agency of Transportation (VTrans) asked the Chittenden County Regional Planning Commission to conduct a "scoping study"—i.e. to examine several sites within proximity to Route 7 for the potentially siting a "park & ride" facility. One of the requirements of the study is to have a public presentation and seek feedback on the prospective sites, and determine if there's consensus on a preferred site. This does not mean that VTrans will necessarily proceed with the park and ride—it's just to gather information. If VTrans were to want to move forward with a project, it would need to secure a property via negotiation with the property owner, and go through the permitting process.

E-mail Application Options—the Selectboard has previously asked about upgrading the town office e-mail program. Troy Tsounis, the Town's computer network operator and consultant, has obtained quotes from a Microsoft vendor and from Google. He will be present to explain the pros and cons of each, and answer any questions.

Emerald Ash Borer—Mark Dillenbeck, one of the Deputy Tree Wardens, will present information on the coming likely infestation. One of the potential impacts is the need for the clean-up of trees that fall onto town roads.

Turn the Town Teal—This is an annual event to raise awareness about ovarian cancer. The organizer will be asking for authorization to tie teal ribbons along Ferry Road.

Trail Scoping Project—The deadline for the submission of proposals was June 23rd. Three proposals were submitted. As suggested by VTrans, the Request for Proposals (RFP) had applicants submit their technical proposals separately from sealed cost proposals. VTrans has suggested that the technical proposals be reviewed first using criteria described in the RFP, and ranked accordingly; and then the cost proposals should be unsealed. The aim is to select a contractor at the Selectboard's meeting on July 25th. Members of the Trails Committee would like to be on the committee to review proposals; some Selectboard members may also want to be on the committee. Ultimately, the selection will be made by the Selectboard.

Employee Pay-rates and Hours for FY17—The proposed FY17 employee pay-rates and hours were based on the Salary Administration Policy and the FY17 budget approved at Town Meeting. A few items to note:

- Four employees, Daryl Benoit, Joe Rheaume, Britney Tenney and Erin Zubarik, started after January 1st, 2016, so, in accordance with the Salary Administration Policy (1st paragraph on the top of page 3), will not move up a step until July 1, 2017.
- Two employees, Nicole Conley and Susanna Kahn, will have increased hours, so the percentage that the town pays for health insurance will increase, and they will be eligible for (and be required to participate in) the Vermont Municipal Employee Retirement fund, which both they and the town will contribute into.
- When Christina Booher was offered the position of Assistant Town Clerk, she was told that the starting rate would be \$16.50/hour, and the rate would rise to \$17.00/hour after six months. The rate of \$17/hour was implemented on 8/10/15, retroactive to six months from date of hire (3/17/15). The rate was then changed to \$17.13 to provide the 0.75 step increase. On 12/18/15, the Selectboard approved a retroactive pay-rate increase to all eligible employees of 1.5%, so Christina's pay-rate went to \$17.39, where it currently is. However, this is not a pay-rate within the "pay grid"-i.e., it falls between steps. So, in order to place Christina in the pay grid, a pay-rate of \$17.83 is proposed (i.e. Step 8), which is a 2.53% increase. The standard increase between Steps 7 and 8 is 2.25%, which would result in a pay-rate of \$17.78.
- The budgets for three positions that have fixed salaries, the Delinquent Tax Collector (Mary Mead), Park Security (Mary Boyd) and the Animal Control Officer (Cali Griswold) increased as approved at Town Meeting, so the salaries for those positions increased accordingly.

Regarding first pay-period for the fiscal year (i.e. when FY17 pay-rates will be implemented), Mary provided a memo that describes the issues, and makes a recommendation for the first pay period to the one beginning on July 2. I agree with Mary's recommendation.