

Town Administrator's Report on Agenda Items For Selectboard Meeting on 3/14/16

Senior Center Addition

A Request for Bids was distributed, and three bids were submitted. All bids were rejected due to the high cost. The Senior Center's Building Committee has worked with one of the bidders, NECCO, to revise specifications and reach a cost that is acceptable to the Friends of the Senior Center, which is funding the project. The Senior Center Board of Directors has approved the proposal. Since the building is owned by the Town, the Selectboard needs to approve the proposal. So, the action under consideration is to approve the proposal by NECCO for \$163,423. We will then work on a contract and apply for a State Building Permit.

Interview of Jane Kiley

There has been a vacancy on the Design Review Committee (which reviews conditional use applications submitted for projects on Thompson's Point and provides recommendations to the Zoning Board) since Avery Hall resigned. This was advertised town wide over the past year. There have not been any other applicants. Jane's background appears to be very appropriate. The position has a three-year term; Avery's term expired this year, so the appointment would be until April, 2019.

Amend Salary Administration Policy

The Selectboard approved changes on 12/14/15 and 2/16/16. These are incorporated into the draft. The only action needed is to confirm the wording of the edits.

UVM Cycling Team

The intercollegiate race hosted by the UVM Cycling Team (to take place on April 10th) was approved conditionally on November 17. One of the conditions was that there be no conflicts with the CCS schedule, which is where vehicles have parked in past years. It appears that either CCS is not able or does not want to be the parking site this year. The UVM Team has asked if they can use the parking area at the Town Hall and Library for the event on Sunday April 10th. I have asked the representative from the UVM Team to have information at the meeting regarding the number of vehicles that will be expected.

Cemetery Commission

Stephen Brooks had requested time on the Selectboard's agenda when he came in for budget review on December 21st. He will provide information at the meeting.

Beach Attendant Job Description

There has not been a job description for Beach Attendants in the past. The Recreation Coordinator has developed a job description, which will be used for advertising and hiring. It should first be approved by the Selectboard.

Lake Champlain Paddlers' Trail Site Use Agreement

This is the third year that the Lake Champlain Committee has requested a site use agreement. There have been no problems with this previously. As requested by a previous Selectboard, the

guidebook indicates that camping is not allowed. The Recreation Commission has indicated they support the agreement.

Thompson's Point Wastewater System Fees

The Thompson's Point Wastewater Advisory Committee has requested two fees: 1) a fee to camp-owners for not providing access to their water meter at the end of the season; and 2) a fee for winter construction, which requires extra pressure testing to the wastewater system, since the force mains run very close to the roads.

There are a few camp owners who for several years have not provided access to their meters. This makes it difficult to determine water usage, which is the basis for billing for the wastewater system. The Advisory Committee did not come to an agreement on the amount of the fee. My recommendation at this point is to adopt a flat \$200 penalty fee, in addition to charging the estimated gallon and hook-up fees.

Without the winter construction fee, all camp-owners are paying for the pressure testing necessitated by winter construction which benefits only the few camp owners that are undertaking construction. The committee discussed a fee of \$200-\$300 for winter construction; I would recommend \$200 at this time. This will be collected when a camp owner applies for a building permit, and will be credited to the wastewater operating account to help pay for pressure testing.

VLCT PACIF Equipment Grant

The Selectboard approved an Equipment Grant application developed by the Library on January 25th. The new Administrative Assistant and the new Zoning Administrator have indicated that they would like height-adjustable desks, which would be eligible costs for this grant. Towns can apply for the grant only once per year; however, the grant round to which the Library applied is still open and the application has not been acted on.

The action under consideration is to add two height-adjustable desks (i.e. from Varidesk) to the application \$395 each (i.e. total of \$790); if approved, the grant would pay for 50% of the cost. The Friends of the Library will pay for the other 50% of the library equipment. The other 50% of the Varidesks would come from the Planning & Zoning budget; the equipment account has \$250 available, and there are several other accounts in Planning & Zoning that are likely to be underspent, e.g. supplies, from which to pay the remaining \$145.