

Town Administrator's Report on Agenda Items For Selectboard Meeting on 11/17/15

Employee performance reviews

The three-step review process (employee self-review, supervisor review and committee review) has been conducted as per the Personnel Policies and the procedure approved by the Selectboard on 7/27/15. Selectboard member Spell has requested time for additional discussion.

Review monthly financial reports from Town Treasurer

Report to be provided and presented by the Treasurer

Chittenden County Regional Planning Commission

The Executive Director has requested time for an annual check-in regarding regional and local issues.

CVFRS—capital purchase

As discussed at the Selectboard meeting on October 26th, CVFRS has provided more specifics and documentation regarding the purchases. The purchase of the thermal imaging camera and replacement bunker gear were identified in the Capital Reserve Fund Projections (on page 25 of the Town Report, 2014).

CVFRS surplus/deficit confirmation

CVFRS is asking that the Selectboard affirm that there is no excess surplus that is owed to the town (as per the Memorandum of Agreement), as discussed at the Selectboard meeting on October 26th. CVFRS has provided a Post Audit Profit & Loss Statement, an end-of-year Balance Statement, a Profit & Loss Statement by Department, and adjusting journal entries for the capitalization of equipment (\$8,579.13).

Budget Review

Budget requests are included in the packet.

Release of Request for Proposals for Senior Center Addition

The Senior Center Board of Trustees is planning to expand the entryway, which will also add office space for the Activities Director and the Volunteer Coordinator. The Senior Center is a town-owned building, but the Friends of the Walter Irish Senior Center is funding the project. The architect for the project drafted a Request for Proposals ("RFP") for distribution to construction general contractors, and I made some edits, based on the town's Purchasing Policy and past practice. They would like to release the RFP on December 7th.

Schedule hearings for amendments to the Town Plan and Land Use Regulations

The Planning Commission has submitted the proposed amendments to the Town Plan and Land Use Regulations to the Selectboard as per 24 V.S.A. §§4384 and 4441. Under 24 V.S.A. §§4385 and 4442, the Selectboard needs to hold two public hearings (after 15 days of notice) for the Town Plan amendments and one public hearing (after 15 days of notice) for the amendment

to the Land Use Regulations. The decision in front of the Selectboard is to schedule the hearings (or at least the first hearings).

Since the hearings get warned in the Citizen and/or the Charlotte News, and the publication dates of those newspapers are Thursdays, the 15 notice periods should usually be counted from a Thursday—except the Citizen is going to have an issue come out on Wednesday November 25 (i.e. before Thanksgiving). So the first possible notice could be Wednesday November 25 for hearings to be held on December 10th or after (e.g. Monday December 14).

For the 2nd Town Plan hearing—the Citizen is publishing on Wednesday December 23rd but not at all on the week of New Years (i.e. December 28—January 1). If the notice is published on December 23rd, the hearing can be held on January 7 or after (e.g. January 11). If the notice is published on January 7, the hearing can't be held until January 22nd or after, which is **after** the Town Report is due to the printer (January 20). So, if the Selectboard wants to hold a vote on the Town Plan amendments at Town Meeting, the published warnings need to be November 25th and December 23rd which would allow for hearings to be held on December 14th and January 11th, respectively.