

## **Town Administrator's Report for Selectboard Meeting on September 26, 2016**

**Education Benefit for Employees**—Christina Booher has requested that the Selectboard reimburse her (in part) for a fund accounting class she is taking. The Chair felt this should be discussed as a policy consideration in the context of a potential amendment to the Personnel Policies. This is the first discussion by the board on this topic.

**Green Mountain Power petition for Association Way and North Shore Road**—the petition and site plan are in the packet. I've asked the project designer to clarify some issues—these will probably be available on Friday. I've also asked that he meet with the Tree Warden and communicate with leaseholders.

**Temporary Speed Tables on Greenbush Road**—Mike Yantachka raised this issue at the Selectboard meeting on August 22<sup>nd</sup>. Residents of Greenbush Road have raised it in the past. Since that meeting, what I've found is:

- The Town of Huntington has installed a temporary speed bump just north of Huntington village. This is a speed bump, not a speed hump or speed table—so it's fairly abrupt.
- The company that Huntington purchased the speed bump from ([www.speedbumpsandhumps.com](http://www.speedbumpsandhumps.com)) also sells a "speed hump," which appears to be a little more gradual. The cost for a 20 foot long speed hump is \$1,582, not included shipping or installation. (Two signs would also be needed @ \$26 each plus shipping and installation).
- This product is installed with lag bolts, and can be removed for winter plowing.
- The Huntington Town Administrator has said that village residents like the speed bump, but other residents do not.
- The CVFRS Assistant Chief has indicated that speed tables and bumps can reduce response rates by 15-30 seconds, can be jarring for those riding or being transported on emergency vehicles, and would increase apparatus wear and tear.
- We have received several requests for a similar device at the end of Thompson's Point Road (i.e. near the caretaker's house); if we purchase one for Greenbush Road and it turns out that it doesn't work as planned, it can be moved to Thompson's Point Road.

**Ferry Road painted cross-walk**—A suggestion was made that CCS students could design a painted cross-walk on Ferry Road, similar to the painted cross-walk on Pine Street in Burlington. This is an initial discussion.

**Select Consultant for Wastewater Application Review**—Joe Rheaume distributed a Request for Proposals (RFP) for consulting services to provide assistance with wastewater permitting, and received three proposals. The RFP requested that consultants indicate proposed fees on a per-application basis, and also based on the size of proposed wastewater disposal systems; in the past and currently our contracts have been on an hourly basis. The firm that proposed the lowest fees in general is the firm that we currently use, Lamoureux & Dickinson. We have been very happy with their work—so it is recommended that we hire them again based on this proposal. The next agenda item is related.

**Change Fee Structure for Potable Water Supply and Wastewater Permits**—The proposed fee structure is based on Lamoureux & Dickinson's proposal. The proposed fee for site visits is slightly higher than Lamoureux & Dickinson's cost proposal because they will also charge for mileage. The proposed fees for commercial projects and larger residential projects do not exactly match Lamoureux & Dickinson's proposal because they have proposed an hourly fee—but these fees (in addition to the site visit fee) will more closely match the estimated consultant costs.

**Health Officer and Deputy Health Officer appointments**—In discussion with the current Health Officer (Cali Griswold) and Deputy Health Officer (Joe Rheume), it was discussed that the swapping of their positions may be desirable since Joe works on-site at the Town Office at least 25 hours/week. Both have performed well, and they work together well. This swap would reflect Joe's availability to handle situations that may arise during the day. The swap would change who receives the stipend (currently budgeted at \$1,300), which is paid to the Health Officer. This would not affect the appointment of Cali as Animal Control Officer.

**Tractor Parade**—As in previous years, the organizers of this year's event have requested that it be considered a "town-sponsored event" for the purpose of obtaining insurance coverage. The Vermont League of Cities and Towns (through which the Town obtains insurance) have indicated that for the event to be town-sponsored, the Selectboard need to appoint the committee. The proposed committee members are: Carrie Spear, Debbie Christie, Cindy Bradley and June Bean. In addition, the Selectboard needs to review and approve the traffic control plan, which includes closing Spear Street from Prindle Road to Carpenter Road, and Hinesburg Road from Guinea Road to Dorset Street, between 1 pm and 3 pm.

**Budget Review**—There had been discussion last year regarding the format the Selectboard would prefer for presenting the budget to voters in the Town Report. The options are:

- a NEMRC print-out, which includes four figures: the previous year's budget, the previous year's actual, the current year's budget and the proposed budget; memos can also be added during the budget review process;
- an Excel spreadsheet, which typically includes the previous year's budget, the previous year's actual, the current year's budget, the current year's year-to-date, the proposed budget and the difference between the proposed budget and the current year's budget. The Excel spreadsheet also includes any surplus applied (there won't be any this year), the dollars to raise, and a calculation of the tax rate based on the grand list.

Examples of both are in the packet. The proposed schedule for meeting with boards, committees and officials is also in the packet.