

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: March 13, 2015

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, March 17, 2015. The Board will meet in executive session at 5:30pm in the Selectboard meeting room to discuss contracts, labor relations agreements with employees, and the negotiating or securing of real estate purchase or lease options, and then will reconvene the regular business meeting at 6:15pm.

7. LIQUOR COMMISSIONERS

- A. Outside Consumption Permit – *Approve Permit for Fraternal Order of Eagles, 2445, Inc.* The Board is asked to approve an Outside Consumption Permit for the Fraternal Order of Eagles, 2445, Inc., located at 54 Chickering Drive.

POTENTIAL MOTION: TO APPROVE THE OUTSIDE CONSUMPTION PERMIT FOR THE FRATERNAL ORDER OF EAGLES, 2445, INC., LOCATED AT 54 CHICKERING DRIVE.

8. WATER AND SEWER COMMISSIONERS - None

9. UNFINISHED BUSINESS

- A. Proposed Zoning Code Amendments – *Schedule for Selectboard Review* - At the March 3 Selectboard meeting, representatives from the Planning Commission and Planning Services provided a presentation to the Board about proposed amendments to the Zoning Code and Land Use Regulations (LUR). The Board asked Planning Services to develop a timeframe to present the proposed LUR to the Board and the public, and a memo with a proposed presentation schedule is included in the Board's packets. The Board is asked to schedule four sessions to be heard at regular or special meetings.

POTENTIAL MOTION: TO SCHEDULE PRESENTATIONS OF VARIOUS ELEMENTS OF THE PROPOSED NEW TOWN ZONING CODE AND LAND USE REGULATIONS TO OCCUR DURING THE REGULARLY SCHEDULED SELECTBOARD MEETINGS ON APRIL 7, APRIL 21, MAY 5, AND MAY 19, 2015.

10. NEW BUSINESS

- A. Financial Report – *Monthly Report, February, Finance Department.* Finance Director John O'Connor will be present to discuss the monthly financial report for February, 2015.

NO MOTION IS REQUIRED ON THIS ITEM.

- B. Staffing Level Review – Fire Department. Lieutenant Marty Rancourt from the Fire Department will retire on March 31 after thirty years of employment with the Town. The Fire Department intends to promote a firefighter from within the department to the rank of lieutenant and to hire an entry level firefighter. Fire Chief Bucossi will be present to discuss the matter. In addition, I have offered a recommendation to end the practice of providing these staffing level reviews vacancy-by-vacancy and to replace that with a practice of more comprehensively reviewing Townwide staffing at intervals to be determined in the future.

POTENTIAL MOTION: TO CONDUCT FUTURE STAFFING REVIEWS IN THE MANNER DESCRIBED BY TOWN MANAGER ELWELL IN HIS MARCH 12 MEMORANDUM TO THE SELECTBOARD.

- C. Green Street Retaining Wall

- (a) *Repair/Stabilization Design Alternatives – Review, Approval*
- (b) *Structures Grant Application through VTrans - Approval*
- (c) *Engineering Services by Stevens and Associates – Approval*
- (d) *Urgent Need Grant through CDBG - Update*

Members from the Department of Public Works will be present to discuss repair and stabilization design alternatives for the Green Street retaining wall, as well as potential funding sources. The Board is asked to approve design alternative #4, the application for a \$175,000 Structures Grant from the Vermont Agency of Transportation, and continued engagement of Stevens and Associates for the engineering services necessary to complete this project.

POTENTIAL MOTION: TO APPROVE CONSTRUCTION ALTERNATIVE 4 – REDI-ROCK WITH GEOTEXTILE FABRIC – FOR THE GREEN STREET RETAINING WALL AT AN ESTIMATED COST OF \$550,000.

POTENTIAL MOTION: TO APPROVE THE APPLICATION FOR A \$175,000 STRUCTURES GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION TO PAY A PORTION OF THE CONSTRUCTION COSTS FOR THE GREEN STREET RETAINING WALL.

POTENTIAL MOTION: TO AUTHORIZE CONTINUED ENGAGEMENT OF STEVENS AND ASSOCIATES FOR ENGINEERING SERVICES RELATED TO THE GREEN STREET RETAINING WALL IN AN AMOUNT NOT TO EXCEED \$30,000.

- D. Elliot Street Bridge – Structures Grant Application through VTrans - Approval. The Board is asked to approve the Department of Public Works' application for a \$175,000 Structures Grant from the Vermont Agency of Transportation to pay a portion of the costs for construction to repair the Elliot Street Bridge superstructure. The cost to replace the superstructure (deck, rails, and approach slabs) of the bridge has not yet been determined but is estimated to be in excess of \$500,000. Steve Barrett and Hannah O'Connell will be present to discuss the bridge repair project and the related grant application.

POTENTIAL MOTION: TO APPROVE THE APPLICATION FOR A \$175,000 STRUCTURES GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION TO PAY A PORTION OF THE CONSTRUCTION COSTS TO REPAIR THE ELLIOT STREET BRIDGE.

- E. Energy Efficiency

- (a) *Property Assessed Clean Energy Program (PACE)*
- (b) *Several Near-Term Low-Cost Improvements – Authorization to Expend up to \$8,000*
- (c) *Energy Audit RFQ – Authorization to Proceed*

(a) At the March 3 Selectboard meeting, the Board asked staff to re-examine past concerns about the PACE program and investigate whether going forward with the program was feasible. I will provide an update on that at the March 17 Selectboard meeting.

(b) – (c) The Energy Committee asks the Town to install certain energy efficiency improvements as set forth in the memo from Assistant Town Manager Moreland, and to access the energy efficiency fund established at Representative Town Meeting last year to pay for the improvements at a cost not to exceed \$8,000. In addition, the Energy Committee asks that the Town Manager be authorized to issue an RFQ to engage a vendor or vendors for energy audits of the municipal buildings. A copy of the proposed RFQ is included in the Board's packets.

POTENTIAL MOTION: TO APPROVE ENERGY EFFICIENCY IMPROVEMENTS AS SET FORTH IN THE MEMO DATED MARCH 11, 2015, FROM PATRICK MORELAND, FOR A COST NOT TO EXCEED \$8,000.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO ISSUE AN RFQ FOR THE PURPOSE OF ENGAGING A VENDOR OR VENDORS TO PERFORM ENERGY AUDITS OF CERTAIN MUNICIPAL BUILDINGS.

- F. Ordinance Amendments – *Second Reading and Public Hearing*. The Board is asked hold a second reading and public hearing on the following two ordinance amendments:

- (a) *Pay-As-You-Throw, Chapter 7 (Ordinance Regulating the Collection and Disposal of Solid Waste)*
- (b) *On-Street Parking, Appendix C (Regulations Governing the Control of Traffic), Art. III (Parking Meter Areas), Section 16-110 (On-Street Areas)*

Chapter 7 of the Code of Ordinances is being revised to accommodate the new PAYT solid waste program and to make "housekeeping" changes to the recycling and composting portions of the ordinance. Appendix C is being revised in order to bring the ordinances current with actual on-street parking meter areas.

POTENTIAL MOTION: TO APPROVE AMENDMENTS TO CHAPTER 7 (SOLID WASTE) OF THE CODE OF ORDINANCES, AS PRESENTED.

POTENTIAL MOTION: TO APPROVE AMENDMENTS TO APPENDIX C, ARTICLE III, SECTION 16-110 (ON-STREET PARKING METER AREAS) OF THE CODE OF ORDINANCES, AS PRESENTED.

- G. Board Appointment – *Windham Regional Commission*. The Board is asked to appoint two Town representatives to the Windham Regional Commission (WRC) for the period of April 1, 2015 through March 31, 2016. Last year, Planning Commission Chair Elizabeth McLoughlin and Planning Director Rod Francis served as the Town's representatives to the WRC. Both have agreed to serve for another year.

POTENTIAL MOTION: TO RE-APPOINT ELIZABETH MCLOUGHLIN AND ROD FRANCIS AS TOWN REPRESENTATIVES TO THE WINDHAM REGIONAL COMMISSION FOR THE PERIOD OF APRIL 1, 2015 THROUGH MARCH 31, 2016.

- H. Town Service Officer – *Annual Appointment*. The Board is asked to re-appoint Leon C. Boyd, Jr., as Town Service Officer for the period April 15, 2015 through April 14, 2016. Mr. Boyd desires to be re-appointed to the position.

POTENTIAL MOTION: TO RE-APPOINT LEON C. BOYD, JR., AS TOWN SERVICE OFFICER FOR THE PERIOD APRIL 15, 2015 THROUGH APRIL 14, 2016.

- I. Warrants – *Assign Quarterly Signing Responsibility*. Each year Board members are appointed for a period of three months to be responsible to sign Finance Department warrants each week.

NO MOTION IS REQUIRED ON THIS ITEM.

- J. Representative Town Meeting - Assignment of Motions on Articles. The Board is asked to assign motions on the Articles to be presented to Representative Town Meeting.

NO MOTION IS REQUIRED ON THIS ITEM.

- K. Selectboard Organizational Meeting - Confirm Special Meeting, March 23, at 5:15pm, Selectboard Meeting Room. The Board is asked to confirm the date and time of the Board's annual Organizational Meeting.

NO MOTION IS REQUIRED ON THESE ITEMS.

PBE:JA