

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: January 10, 2020

The following will summarize the proposed motions for the special Selectboard meeting on Tuesday, January 14, 2020, at 6:15pm in the Selectboard Meeting Room.

3. UNFINISHED BUSINESS

- A. FY21 Proposed Budget –
- (i) *Living Memorial Park Pool House Renovation or Replacement*
 - (ii) *Selectboard Salaries*
 - (iii) *Solid Waste Service Alternative for Households with Diapers*
 - (iii) *SeVEDS*
 - (iv) *Graphic Representations of Summary Budget Information*

The Selectboard is nearing the end of its consideration of the FY21 proposed budget and has requested additional information on five remaining items. Town Manager Elwell's memorandum dated January 9, 2020, provides information on those items, a status report on the FY21 Budget, and an update on the analysis of compensation for all non union Town employee positions. It is anticipated that the Board will make final decisions about components of its recommended FY21 Budget at its meeting on January 21 and then formally approve the entire budget at its January 28 meeting.

POTENTIAL MOTION: TBD

4. NEW BUSINESS

- A. Proposed Handicapped Parking Space for the West Side of Main Street
The Board is asked to consider whether to add a handicapped parking space on the west side of Main Street in front of Duo restaurant, as set forth in the memorandum dated January 9, 2020 from Assistant Town Manager Patrick Moreland. The Town's ADA Advisory Committee made the request and unanimously approved it as presented. The matter was then reviewed by the Traffic Safety Committee and unanimously approved by that committee. The Board is asked to consider the request and, if approved, direct staff to proceed with preparation of an ordinance amendment.

NO MOTION IS REQUIRED ON THIS ITEM.

- B. Interim Finance Director – Contract with Melanson Heath Accountants/Auditors
The Board is asked to approve the contract with Melanson Heath Accountants/Auditors, who will provide an accountant/auditor to act as Interim Finance Director between the retirement of Finance Director John O'Connor and the arrival of his successor. Details of the proposed engagement are set forth in Town Manager Elwell's memorandum dated January 9, 2020.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH MELANSON HEATH ACCOUNTANTS/AUDITORS OF NASHUA, NEW HAMPSHIRE, TO PROVIDE INTERIM FINANCE DIRECTOR SERVICES.

C. VT Outdoor Recreation Collaborative Community Grant – Approval to Submit Application

The Board is asked to approve the Planning Department's application for a \$50,000 Vermont Outdoor Recreation Collaborative Community Grant (no local match required) from the Vermont Department of Forests, Parks, and Recreation in partnership with the Vermont Agency of Commerce and Community Development to hire a consultant to help establish a consistent trail brand, develop and distribute promotional materials, and design and install signage, as set forth in the memoranda dated January 3, 2020, from Planning Director Sue Fillion and Grants Manager Kim Ellison.

POTENTIAL MOTION: TO APPROVE THE PLANNING DEPARTMENT'S APPLICATION FOR A \$50,000 VERMONT OUTDOOR RECREATION COLLABORATIVE COMMUNITY GRANT FROM THE VERMONT DEPARTMENT OF FORESTS, PARKS, AND RECREATION IN PARTNERSHIP WITH THE VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT TO HIRE A CONSULTANT TO STEWARD PUBLICLY ACCESSIBLE TRAILS AND FORESTS.

D. Representative Town Meeting Warning Article - Connecticut River Conservancy

Kathy Urffer, from the Connecticut River Conservancy, has requested that the Selectboard add an article to the Representative Town Meeting (RTM) Warning requesting that RTM members approve a resolution to be sent to the Federal Energy Regulatory Commission (FERC). The resolution is intended to communicate to FERC the Town's concerns and interests regarding erosion issues along the Connecticut River riverbank in connection with the operation of the Wilder, Bellows Falls, and Vernon dams, as set forth in the January 2020 document from Kathy Urffer.

POTENTIAL MOTION: TO ADD THE RESOLUTION REQUESTED BY KATHY URFFER FROM THE CONNECTICUT RIVER CONSERVANCY TO THE WARNING FOR REPRESENTATIVE TOWN MEETING.

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