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# Memo

Date: April 7, 2020

TO: Selectboard  
FROM: Richard McGuire  
RE: Manager's Report

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The following is a brief report on various issues, agenda items, projects or activities. It is not intended as a comprehensive update of all projects underway.

1. Call to Order –
2. Minutes – Minutes for the meetings held on March 17, 2020 are available for review.
3. Public Comment – According to State Statutes and Selectboard policy, the Board must make time for public comment at each regular meeting. Members of the public may comment on any topic
4. Manager Recruitment Process – Bob Mercier and Alan Gould of Municipal Resources Inc. (MRI) will provide the Board with an update on the Town Manager recruitment process to date and the next steps. Included with the agenda is a written report from Mr. Mercier and Mr. Gould for review.

***No formal action is required***

5. Liquor License for Special Event Series: Truckin Tuesdays – Adams Farm Market located in the Village is planning to hold a new event series from late May until early September. The event series will feature food trucks, alcohol vendors and live music. Included with the agenda is a memo from the management team at Adams Farm that outlines the event series and it's set up on the property. Kim Antonioli of Adams Farm will join the meeting to discuss the event series and answer questions from the Board. Town regulations do not require a permit for this series to occur. Ms. Antonioli has met with Town staff including Police and Fire Department leadership. Staff has no objection to this event series taking place. Fire, Police and the Library plan to attend when able for community outreach.

For alcohol service to be offered at the event series the Selectboard is being asked to approve Special Event Permits for the two breweries participating in the series, Four Quarters Brewing and Kraemer & Kin. Only one brewery will be at each Truckin Tuesdays event. Permits for the duration of the series are included with the agenda. With the current COVID-19 situation the schedule may face modifications due to restrictions for public gatherings being in place. To approve the special event permits the following motion is suggested:

***MOVE to approve special event permits for Four Quarters Brewing and Kraemer & Kin Brewing to participate in Truckin Tuesdays at Adams Farm Market from May 26 through August 25, 2020.***

6. Oak Hill Estates Request - Consecutive Water System Designation – The Selectboard acting as the Water Commission will hear an appeal by the Oak Hill Estates Homeowners' Association to a staff decision to deny a consecutive water system exemption request. This appeal will be treated as a quasi-judicial hearing with each party presenting its opinion and evidence on the matter. Included with the agenda

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are a number of items: A memo from Assistant Town Manager Erik Wells outlining the process for the appeal, a submission presenting its case and evidence for the appeal from the Oak Hill Estates Homeowner's Association, and a submission presenting the case and evidence for the denial by Public Works Director Bruce Hoar. Tyler Dawson, President of the Oak Hill Estates HOA will participate in the hearing remotely and other Board members may also join.

After closing the appeal hearing the Selectboard may enter into deliberative session to render a decision. No motion is required to enter into deliberative session. To close the appeal hearing the following motion is suggested:

***MOVE to close the appeal hearing.***

7. Dog License Late Fee Waiver – Included with the agenda is a memo from Town Clerk Sarah Mason that outlines a proposal to waive the \$4 late fee for dog license registrations until July 1<sup>st</sup> due to the current economic climate. To approve the waiver the following motion is suggested:

***MOVE to waive the late fee of \$4 for dog registrations until July 1, 2020.***

8. Town Manager's Report
  - a) Future Issues - A summary of future issues for consideration by the Selectboard is included.
  - b) Covid-19 Virus Response – The COVID-19 situation continues to be a fluid situation on a daily basis. Department Head Meetings are being held remotely on a weekly basis. To keep the Board up to date on Town operations and how this situation will impact the Town moving forward the weekly update circulated via email on March 27<sup>th</sup> is included. An update for the week of April 3<sup>rd</sup> will be circulated before the meeting.
  - c) Muddy Brook Culvert Replacement – A grant has been received from the Vermont Agency of Transportation (VTrans) for \$300,000 to be used toward providing safe pedestrian facilities including a 10' multi-use path for the Muddy Brook culvert replacement. A grant award letter is included with the agenda. The City of South Burlington is serving as the fiscal agent for the project between the two communities and is the grant recipient.
  - d) Community Outreach Update – The Community Outreach Program quarterly report for the period of January – March 2020 is included.
  - e) Cash Flow - Our Finance Director, Shirley Goodell-Lackey is continuing to work on cash flow projections over the next six months. There are still many variables that are not known, making it difficult to decide what assumptions to make. There is one major expense that is normally committed each spring that I wanted to bring to your attention. Each year, we bid out the paving contract that has a value of about \$410,000. We bid it out in a way that provides the contractor with a maximum amount of flexibility while addressing our list of paving projects. Bids for

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this work were just recently received. The question for the Board is should this contract be awarded? Not doing the work will certainly have a noticeable impact on the quality of town road surfaces which in turn may have an impact on road safety and will likely increase the cost to the Town. On the other hand, this is a sizeable sum of money that could add to the town's cushion if we face a major revenue shortfall. As an option, we could only approve a portion of the paving work, but that may require we re-bid the contract. Guidance from the Board on this issue is requested.

9. Other Business

10. Adjournment

**Please note the current vacancies exist on Town Boards:**

<b>Term Length</b>	<b>Vacancies</b>	<b>Term Expires</b>
3	Historical & Architectural Advisory Committee	6-30-21