
Memo

Date: January 8, 2019

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

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 meeting held on December 11, 2018 and December 18, 2018 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. Sidewalk Winter Maintenance Requests - In 2001, the Selectboard adopted a comprehensive policy for determining which sidewalks in Town will be cleared of snow during the winter months. The policy also spells out specific service standards. The Board considered requests in December for added service in winter 19-20. After the discussion an additional request was received for Wildflower Circle. Included with the agenda is a memo from DPW Director Bruce Hoar that accompanies the request. The Town's policy identifies 8 criteria for the Selectboard to use in assessing each request. DPW recommends that this sidewalk section is not added at this point in time, and Mr. Hoar's assessment based on the policy criteria is included with the agenda. Should the Board agree with this recommendation, no formal action would be required.

No formal action is required should the Board concur with the staff recommendation.

5. Catamount Property Project Update - Town Conservation Planner Melinda Scott and Kate Wanner from the Trust for Public Land will provide the Selectboard with an update on the purchase of the Catamount property covering a number of topic areas. It's anticipated the closing on the property could take place in late January.

Included with the agenda is a memo and related attachments from Melinda Scott that outline the following topic areas for this update: Environmental assessment with mitigation measure, appraisal, project funding, potential amendments to purchase and sale agreement and to the Catamount Outdoor Family Center license agreement.

Formal action is necessary by the Board in relation to these items for the closing to take place, except for the license agreement amendment which is required should additional grant funds be awarded. The following motions are suggested if the Board is ready to take action on any or all of these items at the meeting.

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MOVE to approve the first amendment to the Catamount Property purchase and sale agreement and authorize the Town Manager to sign on behalf of the Town.

MOVE to authorize the expenditure of \$600,000 from the Town's Environmental Reserve Fund for the purchase of the Catamount Property, and authorize the Town Manager to close on the purchase of the property on behalf of the Town and execute any deeds and legal documents required for the transaction.

MOVE to approve amendments to the Town's license agreement with the Catamount Outdoor Family Center and authorize the Town Manager to sign on behalf of the Town.

6. Public Hearing, Charter Revisions – The second of two required public hearings to receive comment on the proposed Town Charter revisions is scheduled for 7:30 PM. A copy of the public hearing notice and redlined copy of the charter revision, inclusive of changes made to date, is included with the agenda. Following the comment period, the following motion would be in order to close the hearing:

MOVE to close the public hearing on Town Charter revisions.

7. Charter Revision Change – Included with the agenda is a memo from Erik Wells, Assistant to the Town Manager that identifies an additional change to the charter proposal for consideration. These would be the final change to the proposal before it goes to the voters in March, unless there are others raised during the public hearing for consideration. No changes to the proposal can be made less than 20 days before Town Meeting Day. If the Board supports this change from Mr. Wells the following motion is suggested:

MOVE to revise the charter proposal as suggested by staff, and direct staff to file an amended copy of the charter proposal with the Town Clerk.

8. Public Hearing, Fiscal Year 2020 Budget – A public hearing to receive comment on the fiscal year 2020 budget is scheduled for 8:00 PM. A copy of the public hearing notice is included with the agenda. Following the comment period, the following motion would be in order to close the hearing:

MOVE to close the public hearing on the fiscal year 2020 budget.

9. Budget Review (continued) - The General Administration section of the budget will be reviewed including both the General Fund Operating Budget and the General Fund Capital Budget. The Town's water, sewer and stormwater utility funds will also be reviewed. An updated copy of possible budget adjustments is included for your consideration.

10. Town Manager's Report

- a) Future Issues - A summary of future issues for consideration by the Selectboard is included.
- b) Hurricane Lane Site Visit – A reminder the Selectboard is scheduled to meet at noon on Monday, January 14th for a site visit at 291 Hurricane Lane to examine the short road segment under consideration for discontinuance.
- c) Next Meeting – A special Selectboard meeting is scheduled for Tuesday, January 15th primarily for FY 20 budget discussions.
- d) Annual Report Dedication – Included is a list of past recipients along with a list of possible future recipients. Please review and let me know privately if there is anyone who should be added to the list and if you have a preference on who should be chosen for this year's report.
- e) General Permit Appeal – The town has filed an appeal to the Environmental Division of the Superior Court in conjunction with the City of South Burlington. The appeal concerns General Permit 3-9026 issued by the Vermont Agency of Natural Resources in November 2018. Staff in both communities believe this permit will negatively impact both the cost and ability to complete needed watershed improvement projects.

11. Other Business

12. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
1	Community Justice Board (two positions)	6-30-19