

# Memo

Date: January 17, 2012

**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 - The meeting will start at 7:00 P.M.
2. Minutes – Minutes for the meetings held on December 13, 2011 and December 19, 2011 are available for review.
3. Public Comment - According to State Statutes, the Board must make time for public comment at each regular meeting. Subjects may include any item, whether or not the issue is on the agenda.
4. Audit Report - A copy of the audit report as prepared by Fothergill Segale and Valley is included with the agenda packet. Susan Lamb, Finance Director will be present Tuesday evening to review the report and answer questions. Also included with the agenda packet is a memo dated January 12, 2012 from Susan Lamb which addresses several key issues in audit report. No formal action by the Board is anticipated.
5. Budget Review for Fiscal Year 2013 - Please remember to bring your copies of the proposed Capital budget, Operating budget, Water budget and Sewer budget. An updated list of issues and possible changes is included with the agenda packet. At this point, the board has heard from all of the town departments along with a few of the specific interest groups. The Board has received another funding request that came by email following the public hearing. The request is for \$2,000 in funding for a community group called Building Bright Futures. This group, under a different name, has received funding in the past through the "Community Program Grants" line-item in the Recreation budget. Funding was cut several years ago when town finances were limited.

Monday evening, you will have an opportunity to talk about the budget and tax rate and perhaps make some preliminary judgments as to where you would like to end up for a municipal tax rate. During the course of discussion you may want to refer to the list of possible budget adjustments as a guide.

Concerning the water and sewer budgets, we are submitting revised proposals. Staff took another look at the medical benefits line item and found that the overall cost calculations are accurate. However, the total cost was included in both budgets. The total cost should have been shared equally by both budgets. This means that the cost

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was essentially double what it should have been. After making these adjustments, the water budget would require a 3% increase in rates versus the original 8% and the sewer budget would not require any rate increase for next fiscal year.

No formal action is anticipated.

6. Town Meeting Warning - Included is a preliminary draft of the Town Meeting Warning. There is a group in the community that may be proposing that an article be added for consideration. The resolution states that corporations are not persons under the U.S. Constitution and that money (from said corporations) is not political speech. This resolution is in light of last year's Supreme Court decision (Citizens United v. Federal Election Commission) that gives corporations, nonprofits and unions the same constitutional rights as individuals and can give unlimited amounts of money to political campaigns without disclosure. The Selectboard are not obligated to place an item on the agenda over which the Town has no jurisdiction. However, in the past, the Selectboard have permitted similar resolutions. Several years back, South Burlington's decision to not permit this type of resolution on their town meeting agenda was challenged in court. The court decided in favor of South Burlington, in part because South Burlington was consistent on how it applied this rule. They did not permit any resolutions of this nature. The deadline for submitting petitions is Thursday, January 26<sup>th</sup>.

No formal action by the Board is anticipated at this time.

7. Town Manager's Report

- a) Future Issues - Please refer to the attached list.
- b) Next Selectboard Meeting - The next Board is set for Monday, January 23<sup>rd</sup>.
- c) Petitions for Elected Office - The deadline for petitions to run for elected office are due in the Town Clerk's office by Monday, January 30<sup>th</sup>.
- d) Annual Report Dedication - Annual Report Dedication - It is time to give some thought about potential candidates to dedicate the Annual Report. For the past ten years the following have been selected:
  - 2010 - Mike Coates
  - 2009 - Neil Boyden
  - 2008 - Fred Webster
  - 2007 - Ruth Painter
  - 2006 - Herb Goodrich

- 2005 - Rickie Emerson
- 2004 - Men and Women serving in the National Guard
- 2003 - Lynwood Osborne
- 2002 - Terry Carpenter
- 2001 - Pat Peterson

8. Other Business

9. Land Purchase Option - The Town has had some preliminary discussions with the property owner who owns property off Mountainview Road. As you know, this property has been identified as a suitable site for a new water storage tank. An appraiser has been hired to complete an appraisal of the property. As of this writing, the appraisal has not been completed. An update on negotiations is planned for Tuesday evening. Since this matter involves negotiations where premature knowledge would place the Town at a substantial disadvantage, it is suggested that the update and discussion take place after the Board has moved into Executive Session.

10. Adjournment

Please note: If an Executive Session is needed the following motion is suggested:

**To discuss (Name of Topic) which involves (labor relations, negotiations, civil action) where premature knowledge would place the Town at a substantial disadvantage and invite (name of persons other the Board) to attend.**

**Selectboard Goals for 2011 - 2012**

- Create a sustainable budget
- Utilize different forms of communication in order to increase or facilitate greater public input/information.
- Consider affordability for the individual and community in each decision.
- Complete an assessment of the Town's demographics and study the changing needs and needs not being addressed.
- Adopt and implement the Town Plan and report progress in accomplishing the goals outlined in the plan.
- Reach a decision on the town's storm water management policy.