

Waitsfield Town Administrator's Report

Thursday, March 4, 2010

March 8 Meeting Agenda and Materials

Item II.1. Annual Selectboard organization matters. Enclosed are copies of the Rules of Procedure and Conflict of Interest policy as adopted last year. This is an opportunity to review the provisions going forward into 2010. Also enclosed is an updated version of the 2010 meeting schedule and range of agenda topics.

Item III.2. Planning Commission candidate interview: Brian Voigt. Enclosed is a copy of Brian Voigt's letter and resume. Both he and Planning Commission Chair Brian Shea will be present. In keeping with the Selectboard's protocol, provision is made on the agenda for a brief executive session.

ACTION: Vote on appointment.

Item III.3. Annual Appointment of Town Officers. Enclosed is a worksheet listing the various Town Officer positions and their terms. The underlined entries reflect those that are up for appointment or re-appointment and the name of the person in parentheses whose term has expired. Although I have not yet heard back from everyone, nearly all would like to be re-appointed. The one exception I know of is Cathy Hadden, who does not wish to seek reappointment. In keeping with the Selectboard's protocol, an executive session is on the agenda in case you wish to use it to deliberate on some or all appointments.

One elected position remain unfilled: Cemetery Trustee (3 years). Title 17 VSA Section 2682(d) provides the following: "In the event no person files a petition for an office which is to be filled at the annual or special meeting of the municipality, and if no person is otherwise elected to fill the office, a majority of the legislative body of the municipality may appoint a voter of the municipality to fill the office until the next annual meeting."

I am pleased to report that Ted Joslin has agreed to serve as Town Agent in after having been elected to the position by 23 write-in votes.

ACTION: Vote on appointments.

Item III.4. Review of Town Meeting. This is an opportunity to review how things went at this year's Annual Meeting and discuss things we might wish to keep in mind for next year's.

ACTION: Discuss considerations for next year's meeting.

Item III.5. Continued discussion of Budget Committee/Task Force process. Following up on the discussion from the prior meeting, enclosed again is the slightly revised version of the draft Kate had circulated. This is an opportunity to consider any adjustments as we go forward into the year.

RECOMMENDATION: Review proposal; discuss next steps.

Item III.6. Proposed zoning revision to Limited Business District. Enclosed is a proposed revision to the Limited Business Zoning District, as forwarded by the Planning Commission. The soonest a public hearing could be scheduled for a regular Selectboard meeting date would be April 12; however, that date may be slotted for the Infrastructure Summit. If the Selectboard is willing to consider a special meeting on Monday April 5, the hearing could be scheduled then.

ACTION: Acknowledge receipt from Planning Commission; schedule public hearing.

Item III.7. Infrastructure summit: discuss objectives, agenda, other details. I have begun scoping out prospective dates and it looks as though Monday, April 12 is shaping up as the best option. Location: Big Picture Theater. Some thoughts about objectives of the summit include:

- What is meant by the term infrastructure (roads, sidewalks, bridges, power lines, water, sewer, telecommunications, ____?) .
- The future of water and wastewater, particularly as we're getting closer to construction of the sidewalk.
- Infrastructure in terms of the Town Plan (policies & priorities?)
- Capital budgeting

Once the purpose and scope are in focus, it may be worthwhile to convene a group of people actively interested in the topics to help flesh out a manageable agenda.

ACTION: Agree on purpose and scope; identify next steps.

Selectboard Signatures on Zoning Map

At the Feb. 22 meeting we talked about Selectboard members signing the zoning map that is affixed to the wall across from the zoning permit file cabinets. The map has been updated to reflect the new Adaptive Redevelopment Overlay. Since the Selectboard's original action to approve the zoning amendment included the change to the district configuration, we concluded an additional motion to sign the map is not necessary. I consulted with Jennifer and confirmed that she does not need to be present to attest to the signatures. Please sign the map at your earliest convenience.

List of Pending Follow-up Items

- Holding of MRPA path easements by the Town.
Status: This is now slated to be on a Selectboard agenda some time after Town Meeting.
- Class 4 road policy
Status: Pending.

- Staff evaluations: Road Dept.
Status: Needs to be scheduled.
- Alternative gravel pit access via AmeriGas: AmeriGas easement.
Status: The draft easement was revised to reflect feedback from AmeriGas and we are now awaiting their acceptance.
- Emergency Operations Plan
Status: Completion underway; awaiting information before scheduling for further action.
- Covered Bridge RFP
Status: In progress; is a high priority to complete in March.
- STAG grant application.
Status: Progress has been made; remains a high priority to complete in March.

Upcoming Meetings & Workshops

Below are meetings that staff, board members, or others might be interested in. *Italicized* entries are workshops put on by others. Underlined entries include on-line hyperlinks for more information or registration:

- **Water Implementation Task Force:** Tues., Mar. 9, 4:00 p.m., at the Town Office.
- **[Planning Commission](#):** Tues., Mar. 16, 7:00 p.m., at the Town Office.
- **[Mad River Valley Planning District Steering Committee](#):** Thurs. Mar. 18, 7:00 p.m., at the Wait House.
- **[Selectboard](#):** Mon., Mar. 22, 7:00 p.m., at the Town Office.
- **[Development Review Board](#):** Tues., Mar. 23, 7:00 p.m., canceled due to lack of applications.
- **[Conservation Commission](#):** Thurs., Mar. 25. 7:00 p.m., at the Town Office.

Upcoming Agenda

The next regular Selectboard meeting is **Monday, March 22**. Likely agenda items include:

- Annual meeting with liquor license holders
- Annual law enforcement contract
- Festival permit applications
- Review of personnel plan
- Safe Routes to School crosswalk proposal (tentative).
- Emergency Operations Plan (tentative).
- Other stuff.

Respectfully,

Valerie Capels,
Town Administrator