

# Waitsfield Town Administrator's Report

## Friday, August 20, 2010

### August 23 Meeting Agenda and Materials.

#### **REGULAR BUSINESS**

Item II.2. Joint meeting with Waitsfield School Board re. participation in municipal solar project. Members of the Waitsfield School Board will be present to discuss the various components of the proposed municipal solar project at the Town Garage. Caleb Elder of AllEarth Renewables will be patched in by phone from out-of-state. Since the last meeting, I have contacted other towns that have or are in the process of implementing a municipal solar project. The City of Winoo

RECOMMENDATION: Receive information; determine next steps as necessary.

Item II.3. Power purchase agreement: consider readiness to sign. The draft PPA was previously distributed and is on-line. Information to follow up from last week's discussion will be provided at the meeting.

RECOMMENDATION: Discuss; sign agreement.

Item II.4. Planning Commission Wastewater Committee Update: Drew Simmons. Drew Simmons, Chair of the PC Wastewater Committee will be present to provide an update of the work they have done and the next steps.

RECOMMENDATION: No action necessary.

Item II.5. Planning Commission candidate interview: Todd White. Todd White's letter of interest is enclosed. I conveyed by e-mail the Selectboard's request that he provide a resume, which he may bring with him to the meeting.

RECOMMENDATION: In keeping with the Selectboard's protocol, a brief executive session would follow the interview and the Planning Commission chair would be invited to participate. Vote on appointment.

Item II.6. Wait House improvements and cash flow: review of loan and proposed rent structure. This item is not exactly ready to be on the agenda, but I am hoping to have everything pulled together to hand out at the meeting. The Budget Task Force reviewed a plan that was based on borrowing the full \$20,000 over five years at 3.05% and was prepared to recommend a rent increase of 8.35 percent, equivalent to the change in consumer price index from Jan. 2007 to Aug. 2010. The cost of the roof replacement (\$2,575) and painting (\$14,050) amount to \$16,625. I am exploring an alternative plan of borrowing \$17,000 with a one-year note at 2.10%, and the balance refinanced the following year.

RECOMMENDATION: Review; vote on rental rate plan.

Item II.7. Water project update: WTF. WTF Chair Darryl Forrest will be present to provide an update on the water project. I've made progress updating the information on the Web site: [www.waitsfieldvt.us/water](http://www.waitsfieldvt.us/water).

RECOMMENDATION: No action necessary.

Item II.8. Generator automatic switch cost proposal. A revised cost proposal from Brook Field Service for installation of the automatic switch for just the school is enclosed: \$6,499. Voters approved borrowing up to \$10,000. As a result, it was not included as an expense in this year's budget and the debt payment would be an expense in the 2011 budget.

RECOMMENDATION: In light of other unanticipated general fund expenses that we may be incurring, consider proceeding with the Approval.

Item II.9. Letter of Intent to participate in Quick Start program. Enclosed is a draft letter of intent to participate in the PACE Quick Start program. Also enclosed are various pieces of information and updates about the program and updates .

RECOMMENDATION: Authorize Selectboard Chair to sign and send letter of intent.

Item II.13. Minutes of May 24, June 14, June 28, July 26, and Aug. 16, 2010, if available. There was no time this week to make progress on minutes. I hope this extra week between regular meetings will provide some time to catch up. The May 24 minutes and July 30 are in progress and draft minutes of the June 14 and July 26 meetings are available. A glitch in the recording of the June 28 meeting has delayed their completion.

## **OTHER BUSINESS**

Item III.1. Correspondence/Reports received. The following correspondences and reports were provided to the Selectboard that do not necessarily correspond to other agenda items or items for discussion.

- a. Asbestos Report from K-D Associates, 08/16/10. It reports that asbestos was found in the roof.
- b. E-mail from Peter Laskoswi to Kate Williams, 08/16/10, re. Waitsfield's police program.
- c. April 1 – June 30, 2010 Activity Reports from Sheriff Sam Hill, received 08/19/20.
- d. Clipping of p. 11 from the Sunday, Aug. 1, 2010 New York Times regarding wind towers with hand-written notes added. Anonymous sender from 143 Verd-Mont Road, Waitsfield. Not easily reproduced; will be available at the meeting for review.

RECOMMENDATION: Discuss as necessary.

Due to various schedule constraints, time was very short this week to prepare written updates. I will provide updates on the Fire Department roof, North Road culvert, Orchard planting, Wait House rent analysis, and more at the meeting.

Reminder: the Selectboard will hold a special meeting on Thursday, Sept. 9, 5:00 p.m., at the Town Office.

### **List of Pending Follow-up Items**

- Scenic Roads Committee  
Status: Scheduling an organizational meeting remains been held up on my end due to lack of time.
- Town Office Committee  
Status: Held up due to lack of time.
- Emergency Operations Plan  
Status: I hope to have this completed for inclusion in the PDM discussion in September.

### **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:

- [Selectboard](#): Mon., Aug. 23, 7:00pm, at the Town Office.
- **Water Implementation Task Force**: Tues., Aug. 24, 4:00 p.m, at the Town Office.
- [Mad River Valley Planning District Steering Committee](#): Thurs. Aug. 26, 7:00 p.m., at the Wait House.
- [Development Review Board](#): Tues., July 27, 7:00 p.m., at the Town Office.
- *Vermont Primary Election*: Tues., Aug. 24, 7:00 a.m. – 7:00 p.m., at the Waitsfield Elementary School.
- [Conservation Commission](#): Thurs., Aug. 26, 7:00 p.m., at the Town Office.
- **Budget Task Force**: Fri., Aug. 27, 7:00am, at the Town Office.
- **Water Implementation Task Force**: Tues., Aug. 31, 4:00 p.m., at the Town Office.
- **Budget Task Force**: Fri., Sept. 3, 7:00 a.m, at the Town Office.
- [Selectboard](#): Thursday, Sept. 9, 5:00 p.m., at the Town Office.
- **Mad River Resource Management Alliance**: Mon., Sept. 13, 5:00 p.m., at the Town Office.
- **CVEDC 33<sup>rd</sup> Annual Meeting**: Thurs., Sept. 16, 7:00 – 9:00 a.m., at the Capitol Plaza.
- *VLCT Town Fair*: Thurs. Oct. 7, 8:00 a.m. – 4:30 p.m. at Robert E. Miller Expo Centre, Essex Jct., by the VLCT, \$60.

**Upcoming Agendas**

Likely agenda items for **Sept. 9**, **Sept. 13** or **Sept. 27** include:

- Post-bid water project status evaluation.
- Computer server for Town Office.
- Emergency Operations plan.
- Pre-Disaster Mitigation Plan.
- Public hearing for CDBG application for Verd-Mont improvements.
- Wait House management plan.
- Wait House loan approval.
- Appoint Town Office Committee.
- Meet with Dog Warden.
- Flemer Field management plan.
- Library – further definition; written financial agreement (Williams)
- Update Class 4 roads policy.
- Refresher workshop with Steve Stitzel or VLCT .
- Other stuff

Respectfully,

Valerie Capels,  
Town Administrator