

# Waitsfield Town Administrator's Report

## December 19, 2008

### December 22 Meeting Agenda and Materials

- Item II.1 Mad River Valley Recreation District Candidate: Helen Kellogg. (15 min.). Helen Kellogg and Ken Felderman will be present. In keeping with the Selectboard's protocol, this item will be followed by a brief executive session to deliberate and Mr. Felderman would be invited to participate. Waitsfield's representatives are currently Jonathan Hammond (2010) and Dean Hamel (2009), both of whom were appointed to two year terms because there was confusion at the time and it was not known that they are supposed to be three year terms. I believe Ms. Kellogg is seeking appointment to the At Large position, which, according to the enclosed Articles of Agreement, is a one-year term.
- Item III.2. Review of Old County Road on-street parking. Sue Frechette and others will present information about the situation at the Health Center as it relates to the on-street parking. Enclosed in your packets is information from relevant permit files, including the most recent site plan and the written decisions relating to the site.
- Item III.3. Consideration of request for school zone warning signals at Elementary School. Dr. Schattman's letter and Peter Laskowski's draft letter provide considerable background on this item. They are seeking support for the installation of signage and flashing yellow lights to warn motorists to slow down in the school zone.
- Item III.4. Town Pond: review and discuss proposed reconstruction plan. Although copies of the construction plans were available at the previous meeting when this was discussed, most of the discussion focused on the open spillway alternative and less on the details or cost items. Selectboard members were mailed a more legible reduced version of the construction plans last week and were asked to let me know if there were any technical questions that we should have Ken Bisceglia present to address. I did not hear back from anyone, so he has not been asked to be here. This item will focus instead on the next steps in preparation of the budget and Town Meeting. One of the steps may (and probably will) include putting the design plan out to bid very soon, so at Town Meeting, we will be prepared with information about the actual bid costs to get the project done.
- Item III.5. Consideration of Vendor's License application: Eastman Long. Mr. Long's application is essentially identical to all his previous applications on record going back to 1993. Enclosed is a copy of the one-page Itinerant Street Vendor Ordinance, as adopted in 1985. One of my goals for 2009 is to revisit this and other ordinances, including the Dog Ordinance, to bring them up to date.
- Item III.6. Consideration of contract with Sharon Murray for professional planning services as needed. Enclosed is a copy of a contract with Sharon Murray, AICP, for professional planning services. This was among initiatives discussed at the 3-board summit. Of the \$15,000 budgeted in 2008 for special planning projects, about \$5,500 (36%) has

been spent, some of which will be or has been reimbursed through municipal planning grants. Ms. Murray would essentially be on retainer and the Town would only pay for the services rendered. The contract would automatically renew annually unless agreed otherwise. The contract also acknowledges that there may be some planning projects, such as grant-funded projects, that will need to go out to bid.

Item III.7. Review of timeline for budget and Town Report preparation. Enclosed is a draft outline of the schedule and key benchmarks for the upcoming budget and Town Report process. It has been circulated by e-mail to affected interests and I have not yet received any suggestions for adjustments. The schedule obviously requires the Selectboard to meet weekly. One consideration is also the start time; depending on the other business we may also need to attend to, we might want start some of the meetings earlier; but that can be decided on a case by case basis.

Item III.8. Town Report: review and discuss Selectboard report, dedication, cover ideas, schedule. It's not too soon to begin thinking about the cover, dedication, and the Selectboard's report. I've begun to draft the Selectboard's report using last year's as a guide. I will not have a draft to include in this packet, but expect to have a preliminary draft/outline to hand out at the meeting for you to consider for the *next* time we talk about it.

Item III.10. Minutes of March 24, August 25, October 27, November 13, and December 8, 2008, if available. The Oct. 27 and Nov. 13 minutes are enclosed and the Dec. 8 minutes are in the process of being reviewed. I have already printed the agenda indicating they will be included, but there is a good chance they will not be done by the time I need to get things to the post office. In that case, and if I'm able to complete them before Monday's meeting, I'll post them on the Web site and distribute them at the meeting in the event you wish to review and take action on them.

### **Koepele Subdivision Drainage**

Although I have not yet received a copy of the subdivision's stormwater permits, I spoke with Matthew Probasco, Environmental Analyst in the ANR Stormwater Division. The Koepele Subdivision applied for and has received all of its required stormwater permits. He and Kevin Burke conducted a site visit last week and, although they did observe some minor compliance issues, they did not have any grave concerns. They intend to follow up with the landowner in the spring.

### **Upcoming Meetings & Workshops**

Below are meetings that staff, board members, or others might be interested in:

- **Selectboard:** Monday, January 5, 7:30 p.m., at the Town Office.
- **Planning Commission:** Tuesday, January 6, 7:00 p.m., at the Town Office.
- **Development Review Board:** Tuesday, January 13, 7:30 p.m., at the Town Office.

**Upcoming Agenda**

The next regular Selectboard meeting is **Monday, January 5**. Potential additional agenda items include:

- Final zoning revisions discussion (warning notice must be published by Jan. 8)
- Budget Work Session: Road Department, Clerk/Treasurer, appropriations & assessments, salaries, insurance, capital budget review.
- Review draft Selectboard report.
- Update Rapid Response Plan?
- Business Community Forum follow-up updates
- Other stuff.

Respectfully submitted,

Valerie Capels  
Town Administrator