

Waitsfield Town Administrator's Report

January 29, 2012

January 30 Meeting Agenda and Materials.

II. REGULAR BUSINESS

Item II.2. Consideration of payment for flood repair work on the Mad River Greenway West by Elwin Neill. Enclosed is an invoice received from Elwin Neill, Jr. for work he performed to restore the path after Hurricane/Tropical Storm Irene. He is asking for payment from the Town and will be present to further explain.

The work was undertaken between the Mad River Path Association and Elwin with the belief it would be eligible for reimbursement through FEMA. I first became aware of the completed work in early November after it had already been completed and the invoice was provided. Up until that point, communications between me and MRPA director Autumn Foushee were primarily a combination of e-mails and phone tag messages; I cannot recall if we actually spoke by phone prior to the arrival of the invoice, though we did subsequently. Though the invoice is also addressed to the MRPA, they had no expectation of being asked to pay.

In my communications with Autumn and others, particularly in the Sept. 23 e-mail exchange, I was referring to time and expenses of MRPA and other volunteers that could be accounted for toward the Town's required 12.5% match of flood expenses. In retrospect, I could have been more clear about that; however, at the time I was not fully aware of the scope of the damages or the work that was needed. As I understand it now, Elwin restored the land area that had been washed away and numerous volunteers then worked to restore the new path by shoveling, raking, leveling, seeding and mulching. Members of the MRPA may have other insights into communications at that time.

Some flood damages to the Greenway were reimbursed by FEMA in 1998, but from my review of the records, the coverage was limited to repair or replacement of a bridge and it was through the Emergency Watershed Protection program, which, at that time as now, has different criteria and procedures than the Public Assistance process we are operating under now.

I spoke with Elwin at the time about the situation and the difficulty in presenting this expense for FEMA reimbursement. He believed he may have had an alternative program that could reimburse some of the expenses if the Town was not willing to pay it. In discussions with individual Selectboard members about the situation, there was agreement at that time that it would not be an agenda item for discussion. I conveyed that to Autumn and Elwin and had not heard any more about it until now.

RECOMMENDATION: Discussion. If the Selectboard finds there may be a basis for some amount of financial contribution toward the restoration of the path, it could come from the flood line of credit, the balance of which is slated to be refinanced this year into a 5-year loan. Another option could be submission of a grant application to the Mad River Recreation District.

Item II.3. Authorization to proceed with decentralized wastewater contracts. Enclosed is a proposal from McCain Consulting to assist with the development of documents necessary for the decentralized wastewater loan program. A proposal from Steve Stitzel of Stitzel Page & Fletcher is also expected to arrive in time for consideration Monday evening. One or more members of the Planning Commission Wastewater Committee is expected to be present to convey their recommendation at the meeting. These are in follow-up to the Selectboard's approval last month to spend up to \$30,000 to move forward with the work necessary to secure the SRF. These costs will be rolled into the resulting re-issued SRF loan.

RECOMMENDATION: Approval.

Item II.4. Continued discussion about the trailer at the Town Garage. Fire Chief Bub Burbank and Road Foreman Rodney Jones discussed the situation further after last week's Selectboard meeting and came to an agreement that as long as the Fire Department actually used the trailer/classroom and maintained it, it could stay at the Town Garage location. Bub explained that they need it for smoke training, in which the structure is filled with smoke to enable the firefighters to be prepared for situations where they cannot see. This exercise cannot be simulated in the Elementary School or any other available structures. They estimated repairs to stabilize the structure would cost about \$1,500—roughly ½ the amount to remove it. Rodney was agreeable to the expense remaining in the Road Department capital/one-time expenses this year since the Fire Department budget has already been agreed upon by the Fayston Selectboard. The Budget Task Force recommended it come out of the Road Department capital/on-time expense budget and that it go in the Fire Department budget. I left a message with Patti Lewis and Fayston Selectboard Chair Jared Cadwell to let them know of this development and asked for their input. At the BTF's suggestion, no figure is shown in either location in the proposed budget pending the Selectboard's decision of where either cost should be located.

RECOMMENDATION: Keep the trailer/classroom with the condition that it be used and maintained by the Fire Department. Determine where in the budget to place the \$1,500 repair expense. Revisit each year and make adjustments where necessary.

Item II.5. Town Meeting Warning. No petitions were received by the January 26 deadline for items to be added to the warning. Enclosed is the Town Meeting warning as of Friday. Some discussions to be had at the meeting regarding the capital budget, the Covered Bridge, and culverts may prompt some adjustments in one or more articles. It must be finalized by January 30.

RECOMMENDATION: Discussion; adjustments as needed; approval.

Item II.6. Approval of special Town Meeting warning. This warning corresponds with the resolution the Selectboard approved at last week's meeting relating to the use of State Revolving Funds to develop and implement the voluntary decentralized wastewater program, which requires bond vote approval.

RECOMMENDATION: Approval; signatures.

Item II.7. Consideration of purchase of new dump truck. The subject of going forward with the purchase of the new dump truck came up last week and was tabled pending more information about the Road Department's procurement process. Enclosed is information provided by Charlie Goodman. Rodney also explained to me that they generally prefer International for the chassis and Everest for the body. Clark's is the closest provider of International vehicles and provides cost-effective, good service. Fairfield is the only distributor of the Everest body in the area. Because the question was asked about the vehicle's specifications, also enclosed is a copy of the quotes. The Clark's quote lists an extended warranty, but it is not clear to me whether it is included in the price. This should be clarified. Fairfield provided two quotes: one for the standard steel body (\$63,550) and the other for a stainless steel body (\$71,640). The cost difference is \$8,090. The purchase of the truck is expected to be entirely from the Road Department Truck Reserve Fund.

RECOMMENDATION: Clarify whether warranty is included in the price. Approval.

Item II.8. Continued review and adoption of proposed capital budget, capital improvement plan, and general fund budget. Enclosed are the most current 2012 Town Report and 2012-2017 capital budget and plan. After these documents were produced, new information became to light, such as the Covered Bridge funding gap, that will need to be discussed at the meeting. As noted below, audited 2011 actual expenditures were not available to be included; I received preliminary audited actuals over the weekend. The outcome of the preceding agenda items will also affect the final determinations. I intend to provide a concise summary of this additional information at the meeting.

RECOMMENDATION: Discussion; adjustments as necessary; approval of the proposed 2012 budget and 2012-2017 capital improvement plan.

Item II.9. Town Report: cover, dedication, Selectboard report, and other details. I continue to work on the various Town Report details, including the Selectboard report. I will bring different ideas for the cover photo—and welcome others' suggestions. We still have some time to sort out details, which I am confident can happen by the end of this coming week. This needs to be finalized before the Town Report goes to print in early February.

RECOMMENDATION: Anticipate my seeking your feedback into the coming week regarding finalizing Town Report details.

IV. OTHER BUSINESS

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

- Copy of letter from Scott Dillon, 01/23/2012, regarding the Division for Historic Preservation's Section 106 approval for the FEMA Mad River riverbank stabilization project.
- 2012 Property Valuation and Report from the Vermont Department of Taxes, 01/20/2012.

Item IV.2. Review of preliminary Covered Bridge plans. The preliminary cost estimate for the Covered Bridge plans is enclosed. It was agreed last week to just have the large plans available to review at Monday's meeting, so plans were not included in your packets. They are, however, available on the on-line agenda. This was placed under Other Business rather than a regular business agenda item because of the concern that discussion of the design details and other aspects of the Covered Bridge project could take more time available at the expense of other time-sensitive priorities. A closer review of DuBois & King's estimated project costs had not yet occurred. **However, from a budget perspective, perhaps this should be taken up before the budget is finalized.**

According to the VTrans enhancement grant agreement, we will have \$270,000 (80%) in grant funds for a total project cost that was estimated in 2007 to be \$337,500, including design and engineering. DuBois & King has estimated the Covered Bridge construction cost to be \$314,532. Adding in the current contract cost of \$59,822 for design and engineering makes a total project cost of \$374,354. Subtracting out the \$270,000 grant and the \$75,054 that will have been allocated into the Covered Bridge Reserve fund through 2012 (based on the \$5,000 currently budgeted), that leaves a funding shortfall of \$29,300.

	\$314,532	D&K estimated constr. cost
+	<u>\$ 59,822</u>	Current eng. contract costs
	\$374,354	Total project cost
-	<u>\$270,000</u>	VTrans grant
	\$104,354	Balance of proj. cost
-	<u>\$ 75,054</u>	Allocations to res. fund thru FY12
	\$ 29,300	Balance to be raised

The current balance of the Covered Bridge Reserve Fund is less than \$75,054 because the \$44,962 spent to date on design and engineering has been or will be paid out of it. Eighty percent of these costs will be reimbursed to the fund when requisitioned. It was first established in 2009 with an initial allocation of \$50,000, followed by \$10,000 in 2010, \$10,000 in 2011, \$5,000 currently budgeted in 2012, and \$74 in interest. There will need to be some discussion about how to make up this shortfall in this 2012 budget year.

2011 Audit

Jeff Bradley, our new auditor, did not make it to Waitsfield this week after all. Jennifer's schedule changed on Thursday and on Friday, hazardous weather conditions and my meeting in Montpelier prompted him to aim for coming this Monday instead. He did send me preliminary audited actuals over the weekend, which will be shared with other updates for Monday's meeting.

August Flood and FEMA

More progress was made this week on completing paperwork for reimbursements. The next big one to tackle will be the volunteer time and other contributions that will offset Waitsfield's 12.5% match. I have loads of volunteer data from the HQ and a tally from the Mad River Path Association for Greenway repairs. Any others out there that might have escaped being tallied?

We learned this week that FEMA will not participate in repair of the Joslin Hill Road culvert; they concluded the damages "... to a section of culvert pipe located on Joslin Hill Road, including a break in a bottom section of the culvert and erosion of a small amount of base material supporting the culvert, is damage and work that would normally be addressed under the Town's routine maintenance activities. The cost of this repair is therefore not eligible for reimbursement under FEMA disaster recovery programs."

Route 100 Paving and Bike Lanes

Steve Gladczuk, Joshua Schwartz, Sue Frechette, Charlie Hosford, Cindi Jones, and I visited with Mike Fowler and other VTrans folks in Montpelier on Friday and received some **good news**. VTrans and their consultant revisited the plans and, after applying alternative standards and some creativity, found they could include a uniform four foot paved shoulder from Waitsfield to Warren, except for the bridges. The project will be a full depth reclamation, not a reconstruction, and is expected to cost \$800,000 per mile. A revised set of preliminary plans is expected to be available for review in about a month. The project must still go through various reviews, including environmental, which cannot begin until spring. It is expected to be bid for construction in late summer and will carry over into 2013. No public meeting is planned at this point. Sue has written a brief burb for this coming week's *Valley Reporter* to provide the community with an update.

Upcoming Schedule

Thursday, Jan. 26 – Last day to file petitions signed by at least 5% of registered voters with Town Clerk to have an item added to the Town Meeting Warning.

Monday, Jan. 30 (special meeting)

- Finalize Town Meeting warning.
- Final budget review.

Monday, Jan. 30 – Last day to file with Town Clerk nomination petitions for town office positions to be voted on by Australian ballot.

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., Jan. 30, 7:00pm, at the Town Office.
- **Water Implementation Task Force**: Tues., Jan. 31, 4:00pm, at the Town Office.
- **Budget Task Force**: Fri. Feb. 3, 7:00am, at the Town Office.
- **Water Implementation Task Force**: Tues., Feb. 7, 4:00pm, at the Town Office.
- [Planning Commission](#): Tues. Feb. 7, 7:00 p.m., at the Town Office.
- **Town Office Feasibility Study Presentation**: Thurs., Feb. 9, 7:00pm, Waitsfield Elementary School.
- [Selectboard](#): Mon., Feb. 13, 7:00pm, at the Town Office.
- **Water Implementation Task Force**: Tues., Feb. 14, 4:00pm, at the Town Office.
- [Development Review Board](#): Tues. Feb. 14, 7:00 p.m., at the Town Office.
- **Budget Task Force**: Fri. Feb. 17, 7:00am, at the Town Office.
- **Water Implementation Task Force**: Tues., Feb. 21, 4:00pm, at the Town Office.
- [Planning Commission](#): Tues. Feb. 21, 7:00 p.m., at the Town Office.
- **Town Moderators Workshop**: Weds., Feb. 22, 8:30am – 2:30pm, at the Capitol Plaza, Montpelier, registration \$55.
- **Budget Task Force**: Fri. Feb. 24, 7:00am, at the Town Office.
- [Development Review Board](#): Tues. Feb. 28, 7:00 p.m., at the Town Office.
- **Special Town Meeting Public Information Forum**: Weds., Feb. 29, 7:00pm, at the Big Picture Theater, Carroll Road.

Upcoming Agendas

Likely agenda items for the **February 13** and **February 27** meetings include:

- VTrans certificate of mileage.
- VLCT Health Trust membership.
- Consideration of Dog Ordinance amendments.
- Consideration of additional Curb Cut Policy amendments.
- Review of preliminary audit results.
- Special and Annual meeting preparations.
- Other stuff.

Respectfully submitted,

Valerie Capels,
Town Administrator