

## **Town Administrator's Report for Selectboard Meeting on May 6, 2024**

### **Local Concerns Meeting for the Holmes Creek Covered Bridge (Bridge 27):**

1. The intent of the meeting is to gather input from stakeholders, including Town Officials, local residents and businesses, emergency services and other interested parties. During this meeting we will discuss the existing conditions of the bridge, site constraints, and options that should be considered in the scoping report.

### **Highway Access Permit – HAP-24-03 (Maguire):**

1. This application is an update to HAP-24-01 for a curb cut on Hinesburg Road next to the intersection Hinesburg Road and Spear Street. Copies of the application, site plan, and traffic study are included within your packets.
2. Because this application is an update to a previously submitted application, I suggest the Board considers waiving the \$100 application fee. A possible motion would be: "I make a motion to waive the \$100 application fee for Highway Access Permit HAP-24-03."

### **Discussion, and potential approval of, granting a Selectboard Member temporary authority to approve Tree Removals Requests at Thompson's Point**

1. The Town has received several requests for Tree Removals on Thompson's Point.
  - a. Per the Town's lease agreement: "All trees on lease lots are owned by the Town, and permission from the Tree Warden shall be required for cutting or pruning within this district. Dead or storm damaged trees shall not be cut unless they are determined by the Tree Warden to be a hazard to structures or to public safety."
2. In the interim, I recommend the Selectboard designate the Town Administrator to act in that authority until a Town Tree Warden is appointed. The rationale for appointing the Town Administrator, and not a member of the Selectboard, is to ensure
  - a. A possible motion would be: "I make a motion to delegate the powers and duties of the Town's Tree Warden to the Town Administrator until such time that a Tree Warden is appointed by the Selectboard."

### **Presentation, and possible approval, of crosswalk improvements to be made in the Town's Right of Way by the Charlotte Public Library:**

1. The Charlotte Public Library is requesting Selectboard authorization of work within the Town's right of way to improve the pre-existing crosswalk north of the Library.
2. Information regarding the Library's request is in your meeting packet.

### **Request for approval of continued work to expand the Town Link Trail on Ferry Road by the Trails Committee:**

1. The Trails Committee is requesting the Selectboard to give preliminary approval to expand the Town Link Trail from boardwalk at Ferry Road to the Train Station Entrance on Ferry Road, and from the Train Station to Lake Road, through the Russell property.
2. A copy of the request is included in your packet.

### **Request for approval of trees to be planting along the Town Link Trail by the Trails Committee:**

1. The Trails Committee is requesting the Board approve the planting of trees along the recently constructed town trail by the Old Health Center. The abutting landowners would like trees to be planted along the trail to provide additional privacy.

2. A copy of the request is included in your packet.

**Presentation, and possible adoption, of an Arbor Day declaration by the Rutter Fund:**

1. The Rutter Fund is submitting an application to the Arbor Day Foundation to have Charlotte receive a 2024 Tree City USA certification. Among the requirements to qualify for the award, the Arbor Day Foundation requires that our public officials demonstrate support for community tree plantings by passing and reciting an official Arbor Day proclamation.
2. Vince Crockenberg and Robin Coleburn are requesting the Selectboard adopt an Arbor Day proclamation designating May 3<sup>rd</sup> as Charlotte Arbor Day, and have provided an unofficial proclamation for the Selectboard to use.
3. A copy of the proposed proclamation is included in your meeting packet.

**Application(s) for Use of Town Facilities:**

1. The Town Beach Party, Music at the Beach, Grange on the Green, and Very Merry Theatre are all recurring events over the last several years. I reached out to notify CVFRS of these applications, and they have no comments or concerns regarding these events.

**Review, and possible approval of, Septic Tank Replacement at Thompson's Point**

1. Jake Williams informed the Town Wednesday, May 1<sup>st</sup>, that the septic tank at the Tonnino Camp has a leak. Jake has a spare septic tank on hand and, pending final approval of the Selectboard, will be able to begin working on replacing the tank this week.
2. Jake estimates the cost of replacing the tank to be \$15,000. There is currently \$130,898 in the Thompson's Point Wastewater System that can be used to cover this expense. A copy of the Thompson's Point Wastewater System Budget is included in your packet.

**Discussion on Personnel – Possible Executive Session per 1 V.S.A. § 313(3):**

1. A possible motion would be: "I make a motion to enter executive session pursuant to 1 V.S.A. § 313(3) for the purpose of discussion the employment of the Recreation Director, with a final decision and explanation for the decision to be made during the open meeting. I further invite the Recreation Director and Town Administrator into this session."

**Discussion on the Renewal of Town Contracts – Possible Executive Session per 1 V.S.A. § 313(1)(A)**

1. Possible two-part motion:
  - a. "I make a motion to make a specific finding that premature general public knowledge of Town Contract Renewals will place the public body at a substantial disadvantage."
  - b. "I make a motion to enter into executive session pursuant to 1 V.S.A. § 313(1)(A) for the discussion of Town contracts."