

Town Administrator's Report for Selectboard Meeting on April 22, 2024

Selectboard Interview of Candidates for Committee Appointment:

1. In your meeting packet is a chart that outlines the current number of term expirations, vacancies, and applicants for all appointed positions in 2024. Please note, only appointed positions with terms expiring on April 30th have been posted for applicants.
2. The list of interviewees for this meeting are listed on the first page of the Agenda.

Selectboard Appointment of Town Committee/Commission Members:

1. The Selectboard may enter into executive session to discuss the appointment of any applicant to a Town Committee/Commission per 1 V.S.A. § 313(3). A possible motion would be:
 - a. "I make a motion to enter into executive session to discuss the appointment of public officers, with a final decision to be made during open meeting, and to include the Town Administrator in this session, pursuant to 1 V.S.A. § 313(3)."
2. Information pertaining to the number of applicants and vacancies for each committee/commission is included in your packet. Additionally, a list of applicants and possible motions are included in your packet.

Highway Access Permits

1. The Board tabled Highway Access Permit(s) HAP-24-01 and HAP-24-02 on March 4th, 2024 in order to gather additional information on the implications of the Town's Land Use Regulations relative to curb cuts (HAP-24-02), and to determine the status of a proposed 3 lot subdivision (HAP-24-01).
2. HAP-24-01 was submitted by Jonathan Maguire to construct a new access on Hinesburg Road to service a proposed senior housing development and single family residence.
3. HAP-24-02 was submitted by Hillary and David Mack to construct a new residential access on Lake Road to service a proposed single family residence.

Wastewater Allocation Application WW-23-2 for Charlotte Village Partners:

1. The Board tabled WW-23-2 for Charlotte Village Partners for further clarification of the Town's fee structure. As the Board is aware, I have been out of Town handling a family medical emergency and was unable to connect with the Project Engineer who assisted in the drafting of the fee schedule. I recommend tabling this item, to a time and date certain, so this information can be clarified prior to reviewing this application.

Chittenden Solid Waste District Presentation of the Proposed FY-25 Budget:

1. This is an annual update to the Selectboard provided by the Chittenden Solid Waste District's Executive Director, Sarah Reeves. A copy of the presentation is included in your meeting packet.

Road Commissioner's Update on the Re-pavement of Town Roads.

1. The Road Commissioner will be providing a list of the roads that he would like to pave this year.

Review, and possible approval of, a Request for Paving Bids

1. This request for bids has not been altered since last year.

Review, and possible approval of, the Town's Updated Emergency Management Plan:

1. This plan is required to be updated every year by state statute (20 V.S.A.§6); and the update is also required to be eligible for certain emergency assistance funding.
2. Chris Davis (Emergency Management Director) has provided a draft of the updated Local Emergency Management Plan. The updated plan needs to be adopted by May 1st.

Liquor Control Board:

1. Both licenses are renewals.

Discussion of Appointment Process for a New Tree Warden and Developing any other Necessary Documents:

1. Following the resignation of the Tree Warden and Deputy Tree Warden, the Selectboard may wish to determine what the process and timeline for advertising, interviewing, and appointing a new Tree Warden. Historically, vacancies have been posted on Front Porch Forum and advertisements have been placed in the Charlotte News.
2. Additionally, the Selectboard Chair and Town Administrator had been working with the former Tree Warden on developing a Tree Planting Agreement and Application for Use of the Rutter Fund in order to clarify the process for planting trees on public lands, and provide an opportunity for public notice and comment.
3. A draft tree planting agreement was presented at the last Selectboard Meeting and is currently pending legal review. I have asked the Town Planner to help me with developing an application to be used by the Town's Tree Warden, pending final approval of the Selectboard. This application would include:
 - a. The amount of money to be disbursed from the Rutter Fund.
 - b. The proposed number, type, and location of the trees to be planted.
 - c. The intended purpose of planting said trees.
 - d. The number of volunteers required to facilitate the planting of said trees.
 - e. What, if any, contractors are to be used to facilitate the planting of said trees.