

## **Town Administrator's Report January 13<sup>th</sup>, 2025 Regular Selectboard Meeting**

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### **Setting the hearings dates for an Australian Ballot article to be voted on at Town Meeting:**

- a. A detailed brief provided by the Town's attorney is included in your meeting packet.
  - i. General Overview:
    - i. On December 30<sup>th</sup>, the Town received a petition-for charter proposal In accordance with 17 V.S.A. § 2645(a)(3)(B), the Selectboard is required to schedule two public hearings at least 30-days prior to the March 4, 2025 vote.
    - ii. To meet this requirement, the hearing needs to take place on or before January 31, 2025. The second hearing needs to take place no later than 10-days from the first hearing.
- b. I recommend the Selectboard set the dates for both hearings, and approve the draft notice provided in your meeting packet.

### **Discussion and possible action, on appointing an Ethics Liaison:**

- a. Act 171 (H.875), enacted on June 10<sup>th</sup>, 2024, established the State Ethics Commission. Further, it requires certain actions be taken by the Town:
  - a. Certain municipal staff and public officers will now be required to take a municipal ethics trainings. An e-mail outlining these requirements will be sent out shortly to relevant staff/volunteers.
  - b. The Town post of copy of the Municipal Code of Ethics and any municipal specified ethics policies on the Towns website. This has already been done.
  - c. Post the municipality's ethics complaint investigation policy. This is still being worked on. The Ethics Commission will be posting "best practices" in the coming weeks.
  - d. Appoint an ethics liaison to communicate with the State Ethics Commission.
- b. **A possible motion would be:** "I move to appoint the Town Administrator, Nate Bareham, as the Town's ethics liaison."

### **Discussion and possible action, on appointing an Ethics Liaison:**

- a. A detailed brief provided by the Town's attorney is included in your meeting packet.

### **Discussion, and possible action, on granting the Zoning Administrator temporary authority to waive sketch plan review**

- a. Under the current Town Land Use Regulations, Section 5.5(C) Sketch Plan Review: "An applicant for site plan review shall submit a Sketch Plan Review application prior to the

submission of an application for site plan review to discuss the project and to identify any additional application materials required to determine conformance with site plan review criteria under Subsection (D) unless deemed unnecessary by the Town Planner if proposed project or amendment is very minor. Any request to waive application requirements under Section 5.2(B) should be submitted at this meeting. Following Sketch Plan Review, the Development Review Board will submit a letter to the applicant listing the Board's suggestions for the project.”

- b. Without a Town Planner, the Town is unable to waive sketch plan review for applicants with very minor projects or amendments. Applicants with potentially minor projects that could be waived are also required to pay \$150.00 for sketch plan review.
- c. I am recommending the Selectboard consider authorizing the Zoning Administrator to act as the Town Planner solely for the purpose of waiving sketch plan review, until a better solution can be determined.
  - i. **A possible motion would be:** “I move to authorize the Zoning Administrator to act as the Town Planner for the purpose of waiving sketch plan review, as provided in Section 5.5(c) of the Town's Land Use Regulations.

#### **Interviews for appointment to the Planning Commission:**

- a. All supporting materials that have been submitted are included in your meeting packet.

#### **Discussion, and possible action, on appointing Public Officers – Possible Executive session per 24 V.S.A. § 313(a)(3)**

- a. The Selectboard may enter into executive session to discuss the appointment of any public officer, provided that (1) a decision to appoint a public officer occurs during open meeting and (2) the Board explains the reasons for its final decision during open meeting.
  1. **A possible motion would be:** “I move to enter executive session pursuant to 1 V.S.A. § 313(a)(3) in order to discuss the appointment of a public officer. I further invite \_\_\_\_\_ into this session.”
- b. Regarding the appointment of an Emergency Management Coordinator. This position has a one-year term ending on April 30, 2025.
  1. **A possible motion would be:** “I move to appoint Lee Krohn as the Town's Emergency Management Coordinator for a term beginning on January 14<sup>th</sup>, 2024 and ending on April 30<sup>th</sup>, 2024.”
- c. Regarding the appointment of members to the Development Review Board:
  1. There is one seat available on the Development Review Board with a three-year term ending on December 15<sup>th</sup>, 2028.
    - i. **A possible motion would be** “I move to appoint Mat Citarella to the Development Review Board for a term beginning on January 14<sup>th</sup>, 2025 and ending on December 15<sup>th</sup>, 2028.”

2. Additionally, there are vacant alternate seats on the Development Review Board. This is a one-year term.
  - i. **A possible motion to appoint an alternate would be:** “I move to appoint \_\_\_\_\_ as an alternate to the Development Review Board for a term beginning on January 14<sup>th</sup>, 2025 and ending on December 15<sup>th</sup>, 2025.”
- d. Regarding the appointment of members to the Planning Commission:
  1. There are two seats available on the Planning Commission. This seat has a four-year term ending on April 30<sup>th</sup>, 2026. The first seat has a term ending on April 30, 2026. The second seat has a term ending on April 30, 2027.
  2. Five people have expressed interest in appointment to the PC:
    - i. Ashley Berliner
    - ii. Jeremy Kent
    - iii. Mat Citarella
    - iv. Ken Spencer
  3. **Possible motions would be:**
    - i. **For the appointment ending on 2026:** “I move to appoint \_\_\_\_\_ to the Planning Commission for a term beginning on January 14<sup>th</sup>, 2025 and ending on April 30<sup>th</sup>, 2026.”
    - ii. **For the appointment ending on 2027:** “I move to appoint \_\_\_\_\_ to the Planning Commission for a term beginning on January 14<sup>th</sup>, 2025 and ending on April 30<sup>th</sup>, 2026.”

**Selectboard Budget Review with the Town Clerk & Town Administrator:**

- a. Copies of the preliminary budget are included in your meeting packet.

**Discussion, and possible action, on a letter of support for the Town’s Unified Planning Work Program Application to CCRPC**

- a. The CCRPC’s Unified Planning Work Program (UPWP) is a federally mandated document serving as the annual work plan for local and regional transportation planning projects.
- b. The Town annually submits a request to CCRPC for their support on various planning projects for the upcoming fiscal year. This request helps CCRPC prioritize staff time and availability for the upcoming fiscal year.
- c. As part of this request, the Selectboard is asked to provide a letter of support for the Town’s application.
- d. More information on the request and letter of support will be provided prior to Monday’s meeting.