

## **Town Administrator's Report September 9<sup>th</sup>, 2024 Regular Selectboard Meeting**

---

### **Discussion, and possible action, on authorizing a crosswalk between the Charlotte Post Office and Senior Center**

1. On July 8<sup>th</sup>, 2024, the Selectboard discussed a proposed crosswalk running from the Charlotte Post Office to the Senior Center. At this time, the Town can show that this roadway satisfies the following requirements, per VTrans' Guidelines for Pedestrian Crossing Treatments:
  - a. The speed limit is 40mph or less:
    - i. Yes. The posted speed limit on this section of Ferry Road is 25mph.
  - b. There are 20 or more pedestrians using the crossing per hour during the highest pedestrian volume hour (elementary school age and elderly pedestrians count as 2 each):
    - i. Yes. The Senior Center, and the Friends of the Senior Center Board, report that 10+ volunteers and Senior Center users cross at this location when parking overflows to the Town Hall. Many would count, based on VTrans' guidelines, as 2 users.
  - c. The annual average daily traffic ("AADT") for the roadway exceeds 3000 vehicles per day:
    - i. The Town does not meet this AADT requirement. However, this may be waived if it is determined that pedestrian safety would be enhanced by installing a marked crosswalk.
    - ii. A marked crosswalk may enhance pedestrian safety by consolidating multiple unmarked crossing points and directing pedestrians move to/from the Senior Center using a marked location with proper signage.
    - iii. The Selectboard would need to make a determination.
  - d. There is an adequate sidewalk or shoulder for use by pedestrians:
    - i. Yes, but some re-pavement may be necessary on the north end of the crosswalk.
  - e. There is not another crosswalk across the same roadway within 200 feet:
    - i. Yes. The next closest crosswalk is 400ft to the East.
  - f. There is adequate sight distance in both directions:
    - i. Yes. The town is required to have a minimum 155ft of sight distance in both directions for a road posted at 25mph. There is 250+ feet of sight distance at this location.

### **Opening, and possible action, on bids for the removal of trees at the Town Beach.**

1. On August 12<sup>th</sup>, 2024, the Selectboard authorized a request for bids for the removal of approximately six (6) cottonwood trees, and several shrub trees, at the Charlotte Town Beach. These trees are located at the southernmost side of the court's fence.
2. The purpose of removing these trees is to further protect and preserve the resurfacing work that has been done to the Town's tennis and pickle ball court(s).

3. Approval of this bid is contingent on whether the Selectboard authorizes this unbudgeted expense. An overview is provided below.

**Discussion, and possible action, on authorizing unbudgeted expenses:**

1. General information:
  - a. Last year, the Selectboard authorized \$17,000 be budgeted for the replacement of the pump station at the Town Beach. Further, Nicole Conley secured grant funding to cover up to \$14,290 in expenses related to this replacement. The Board approved Hugh Lewis Jr. to perform the replacement at a cost not to exceed \$14,000, on June 17, 2024.
  - b. Since the Selectboard authorized the transfer of donated “Rutter Funds” to their newly formed 501(c)(3), \$8,860 remains in the Town’s “tree fund.” These funds have historically been used by the Town for the maintenance/removal of trees on Town property.
2. The removal of trees at the Town Beach:
  - a. For FY25, the Recreation Department budgeted \$7,100 for general maintenance of the Town Beach, with \$2,000 being allocated for the removal of trees. To-date \$1,340.00 has been spent out of that line item, with \$5,760.00 remaining. Based on quotes received from the Recreation Commission, the cost of the removal will likely exceed their maintenance budget.
  - b. The Selectboard may authorize the use of Improvement Repair funds or Tree funds to cover the costs for removing the trees at the Town Beach. A possible motion is listed below.
3. The purchase and installation of Charlotte welcome signs:
  - a. The Town had historically budgeted for the installation/maintenance of two to three welcome signs per year. When the budget was voted down in March of 2023, this expense was removed from the FY24 budget and was not included in the FY25 budget. The Selectboard may authorize the use of Improvement Repair funds for the purchase and installation of Charlotte welcome signs.
  - b. More information on the associated costs will be provided at Monday’s meeting.
4. Possible Motions:
  - a. **A possible motion to authorize expenses out of the improvement repair fund would be:** “I move to authorize \$\_\_\_\_\_. be spent out of the improvement repair fund for the purpose of \_\_\_\_\_.”
  - b. **A possible motion to approve a bid would be:** “I move to approve the bid from \_\_\_\_\_ for the removal of trees at the Charlotte Town Beach dated \_\_\_\_\_ at a cost not to exceed \$\_\_\_\_\_.”

**Discussion of the budget process for FY26**

1. This is an opportunity for the Selectboard to discuss the budget process for FY26. This discussion will guide the actions of Town staff, committees, and commissions when preparing their budgets and other requests for FY26.
2. For the FY25 each Department/Committee/Commission provided a copy of their individual budget in October, and individual budgets were presented to the Board upon request. These

budgets were then compiled into a unified Town budget, and reviewed by the Selectboard with the Town Treasurer and Administrator.

3. For the FY26 budget process, in order to set clear expectations, the Board may consider providing a list of deadlines and discussion dates to the Town's Department/Committee/Commission(s). This could include the following:
  - a. October 18th, 2024 – Deadline to submit department/committee preliminary budgets.
  - b. October 21st, 2024 – Selectboard Meeting – Start preliminary budget presentations.
  - c. November 4th, 2024 Selectboard Meeting – Continued preliminary budget presentations.
  - d. November 18th, 2024 Selectboard Meeting – Continued preliminary budget presentations.
  - e. December 2nd, 2024 Selectboard Meeting – Final preliminary budget presentations & start review of unified budget.
  - f. December 16th, 2024 Regular Selectboard Meeting – Final review of unified budget & donation requests.
  - g. January 10th, 2025 – Deadline to submit article requests for town meeting.

### **Discussion, and possible action, on adopting a handbook for Town Committees & Commissions.**

1. Charlotte currently has ten committees/commissions performing various work on behalf of the Town, as well as other public officers.
2. In light of recent legislative update(s) to Vermont's Open Meeting Law, and ethics training requirements, the Selectboard may consider adopting a handbook that provides an overview of state and local guidelines for our volunteers. As the Town experiences volunteer turnover it is important to provide concise, and up-to-date, information and training for our new volunteers. A preliminary draft of a "Town of Charlotte Handbook for Committees & Commissions" will be presented to the Board at your September 23<sup>rd</sup> meeting.
3. This is an opportunity to discuss what information the Selectboard would like to see included in a potential handbook.

### **Evaluation of a public officer – Possible executive session per 1 V.S.A. § 313(a)(3)**

1. **A possible motion to enter into executive session would be:** "I move to enter into executive session pursuant to 1 V.S.A. § 313(a)(3) for the evaluation of a public officer, and I invite \_\_\_\_\_ into this session."