

AGENDA SUMMARY
April 12, 2010

Agenda Item No. 3A
Cupola Architectural Services

Summary: Freeman French Freeman has been working with the Town on the vault and cupola issues at the Akeley Building. The Town of Stowe's Purchasing Policy states, "It is recognized that it may be advantageous to the Town to continue using an architect throughout a project even though the project may involve multiple phases and contracts. The Manager may decide if a contract extension should be negotiated with the existing professional consultant (subject to approval of the contract by the Selectboard for major purchases) or if a request for proposals should be issued."

For your consideration enclosed is a contract from Freeman French Freeman to develop construction documents suitable for bidding and to assist the Town with evaluating bids from General Contractors.

Town Plan Impact: N/A

Fiscal Impact: The estimated fee is \$11,935, plus reimbursable expenses. Their proposal states, "If we anticipate that we may exceed this fee estimate we will inform the town's authorized representative and await approval to proceed."

Recommendation: Move to approve the enclosed proposal from Freeman French Freeman for cupola design services.

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Agenda Item No. 38
Byway Grant Support Letter

Summary: The Green Mt. Byway Steering Committee has submitted a National Scenic Byways grant application in the amount of \$62,410 to the Vermont Scenery Preservation Council for promotional and interpretive materials. In-kind matching funds will be provided through the work of volunteers and staff from the two towns (Stowe and Waterbury) and the two regional planning commissions. The application includes:

- Design, fabrication and installation of 10 interpretive panels along the Byway. The sites in Stowe include the beginning of the Recreation Path (2 panels), the Cultural Campus and either Bingham Falls (2 panels) or Moss Glen Falls.
- Design and printing of a historic and cultural sites brochure for the Byway.
- Printing of the Recreation Map & Guide for Stowe and Waterbury already designed with funding from the Stowe Conservation Commission.
- The design and construction of a Byway website.

Attached is a letter of support for installing interpretive panels on town-owned land at the beginning of the Recreation Path and on the Cultural Campus.

Financial Impact: N/A

Recommendation: Move to approve the attached support letter for a National Scenic Byways grant application as indicated.

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AGENDA ITEM NO 3C
Certificate of Highway Mileage

Summary: The attached Certificate must be completed in order to determine the Town's share of state aid for Town Highways for FY 09.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Motion to approve and sign the Certificate of Highway Mileage.

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AGENDA ITEM NO 3D
Annual Appointments

Summary: Annual appointments with terms commencing May 1st are attached for your review.

Seats held by Trisha Fong (Library) and Sal Vespa (Planning Commission) will become vacant as of May 1. Bruce Harmon (Conservation) has said he wishes to be reappointed and will remain until another candidate is appointed. Advertising for these vacancies will begin this week. You have already interviewed candidates for the PC and we have received further interest from other candidates and plan to have them meet with you on May 10.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Motion to appoint the list of annual appointments as presented.

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Liquor Consent Item(s) 3

Summary: The following item(s) for your review:

Request to Cater – Trapps – 7/31 & 9/24

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Motion to approve as presented.

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Agenda Item No. 4
Operation Stone Garden

Summary: Enclosed is a memo from Chief Kaplan explaining Operation Stone Garden and recommending the Stowe Police Participate in the program. "Operation Stone Garden is a federally funded program where local and state law enforcement officers work with federal agents on the Canadian boarder. Local law enforcement officers are assigned to work with Boarder Patrol or Customs agents on special details such as watching border crossings or traffic enforcement looking for drugs and/or bulk cash which is being transported illegally to and from Canada or any other criminal activity...the officers are paid their overtime rate and the town paid for the use of the cruisers [through the grant]...The Chief will only allow one cruiser and one officer to be involved in the project at any one time..."

Town Plan Impact: N/A

Fiscal Impact: "...the town would be eligible to obtain funds through seizures. Any money or property seizures made while on an operation which involves officers from Stowe, either directly or indirectly, are shared back with the town."

Although the town is reimbursed in accordance with the IRS allowance for the use of its vehicles, the money goes into the General Fund Operating Budget as revenue, not the Equipment Fund. Excessive use of vehicles may necessitate a more aggressive vehicle replacement cycle.

Recommendation: Move to approve Stowe's Participation in Operation Stone Garden in accordance with the Chief's memo and with the understanding that vehicle use will be managed to ensure that participation in the program does not necessitate a more aggressive vehicle replacement schedule.

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Agenda Item No. 5
Cemetery Memorial & Foundation Requirement Amendment

Summary: Enclosed a memo from Donna Adams, Cemetery Commission Chair, requesting amendments to the Memorial & Foundation Specification Requirements. It states, in part, "Commission members feel that they are not qualified to approve plans for large or tall monuments with their resulting need for larger and deeper foundations without the expertise of an engineer trained in those types of installations and independent of the applicant... would like to include language in the Rules and Regulations (Memorial & Foundation Requirements) so that applicants would be aware of the need for expert advice, supervision, time and cost that could be entailed with the request for a large monument.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the enclosed amendment to the Cemetery Rules and Regulations Memorial & Foundation Specification Requirements as recommended by the Cemetery Commission.

AGENDA SUMMARY
February 8, 2010

Agenda Item No. 6
Bridge Street Bridge – Public Hearing

Summary: This time has been set aside to receive a presentation by Carolyn Carlson, VTrans Structures Project Manager, and Tom Lackey, Project Engineer, regarding the proposed Bridge Street Bridge Reconstruction Project and to hear from the public.

Enclosed is a copy of the presentation that VTrans plans on making. It outlines the purpose of the project and the various alternatives. Under the need section it states, “If the Town does not repair the bridge, it can expect to continue patching the concrete deck and need to replace all or part of the bridge in about 20 years. If the Town repairs the bridge now, it can expect to repair the superstructure again in about 30 years. The Vermont Agency of Transportation recommends that the Town of Stowe and State of Vermont replace the superstructure. Doing so, will allow the Town and State to: Minimize disruption of normal traffic flow: and maintain safe and efficient travel in a planned, organized, and reliable way.”

“VTrans recommends that the Town of Stowe replace the existing concrete deck and steel girders while maintaining traffic on the Mayo Farm Road Detour. Replacing the entire superstructure will provide weathering steel girders that will not need to be painted, and a sound concrete deck that should last for 30 years and be wide enough to maintain two-way traffic during future repairs. Maintaining traffic on a detour will allow a Contractor to complete the project more efficiently and restore two-way traffic to the bridge in the least time and cost.”

Town Plan: “Economic Development Tasks Responsibility: 1. Maintain and improve the Town’s infrastructure, including roads, town buildings, sidewalks, recreation paths and streetscape to attract visitors and businesses.”

Fiscal Impact: The project will require a 5% local match that has not yet been incorporated into the capital program.

VTrans estimates that the total project cost (including design, right-of-way, and construction costs) for replacing the concrete deck and steel girders while maintaining two-way traffic on the bridge will be about \$4,500,000.

VTrans estimates that the total project cost for replacing the concrete deck and steel girders while maintaining two-way traffic on the Mayo Farm Road will be about \$3,800,000.

Recommendation: Move to instruct the Town Manager to draft a letter for your consideration at your 5/10/10 meeting providing written comment to VTrans supporting replacing the superstructure and the proposed Mayo Farm Connector detour.

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Agenda Summary No. 7 Akeley Building Vault

Summary: On 11/7/06 the voters approved the following article, "Shall general obligation bonds of the Town of Stowe in an amount not to exceed one hundred and five thousand dollars (\$105,000) be issued for the purpose of engineering and designing the Memorial Building expansion and renovation project?"

The Town floated \$50,000 of the approved bond to come up with a number of conceptual design concepts. The first plan called for a two story 2,600 s.f. additions with an estimated cost of \$1.5 million for the addition and general renovations to affected areas.

The second plan called for moving the Clerk's Office downstairs in the existing meeting room and moving the meeting room to the space currently occupied by the Historical Society. A one story vault would have either gone on the back of the building at its current location or underground in the front of the building. The estimated cost was \$1.2 million for the one story vault and general renovations to affected areas of the building. The Clerk expressed reservations about being in the downstairs of the building as her office is major point of customer contact.

A third plan calls for keeping the Clerk in her current location and replacing the two story vault in its current location with no renovations to the building. It should be understood that the vault would cover one of the ground floor windows in the Zoning Office and one of the first floor windows in the Clerk's Research Room. An air conditioner has historically been put in the Clerk's Research window. If the window is going to be covered by a vault, the Clerk has requested that the vault air conditioning be extended to the Research Room for visitor comfort purposes. The estimated cost to replace the existing 295 s.f. vault (137 s.f. ground floor and 158 s.f. first floor) with a 500 s.f. vault (250 s.f. ground floor and 250 s.f. first floor) is \$350,000.

Enclosed is a letter of support from the Town Clerk supporting Option 3.

Town Plan Impact: N/A

Fiscal Impact: Depends on the option chosen. The FY'11 budget assumed that the Town would draw down the remaining \$55,000 for final design.

Recommendation: Move to instruct the Town Treasurer to submit a bond application to draw down \$55,000 to advance the final design of the Akeley Building Vault Project with the intent of advancing the design of Option #3 (replace existing vault with a two story vault with no building addition or general renovations) and seeking voter approval for construction in 2011.

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Agenda Item No. 8
Goals

Summary: This time has been set aside to discuss goals. They may not be able to all be accomplished this year, but the following are major items that the Board should consider advancing over the next several years:

Downtown Designation: The Town obtained Village Center Designation and may want to seek Downtown Designation, which offers greater benefits, including access to a downtown transportation grant program. Recommendation – Work with Stowe Vibrancy to submit an application to the state this year.

Akeley Building: The vault continues to separate from the building creating climate control problems. The Town included money in the FY'11 budget to draw down the remaining \$55,000 to continue the design process. Recommendation – Advance planning with the intent of warning a bond vote for construction in 2011.

Memorial Park Master Plan: The Town will need to amend its Act 250 permit in order to advance the Plans recommendations (e.g. skateboard park, new Jackson Arena, and a new Gale Recreation Center). The Jackson Arena facade needs to be redesigned as agreed to in a settlement with Ampersand. Also, in order to free up permit capacity to develop a larger Gale Center, we will need to redesign the Jackson Arena to reduce square footage and may want to do some value engineering to reduce project cost. Recommendation – Incorporate into the capital budget and seek voter approval to further park planning, Jackson Arena redesign, and seek permit amendments in FY'12.

Debt Financed Capital Planning: The Selectboard may want to consider what it is wants to advance for debt financed capital projects over the next five years and potentially establish a debt limit. Major projects due to inadequate facilities include the Akeley Building vault, Jackson Arena replacement, and the Gale Center replacement. Other projects that have been raised by community members include the burying or moving of power lines in the Village Center, paving River Road and renovation of the Rotary Barn (potentially as part of a new Gale Recreation Center). Recommendation – Make the topic of a future agenda item later this year.

Capital Programs: The Town should continue to develop its General Fund Capital Program. It should also develop a Water and Sewer Capital Program. Recommendation – The Town has been without a public works director for several months and it will take him some time to get up to speed. Allow him the opportunity to do so and advance previously approved capital projects, but make it a goal to continue to develop over the next couple of years and keep up to date from that point forward.

Fund Balance / Reserves: As the recession improves and fiscal capacity permits, the town should consider establishing a 5% fund balance in its General Fund and increasing its unallocated reserves in its Capital Fund to help pay for unplanned emergencies.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Discuss and advise