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# Memo

Date: July 6, 2015

TO: Selectboard

FROM: Richard McGuire

RE: Manager's Report

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The following is a brief report on various issues, agenda items, projects or activities. It is not intended as a comprehensive update of all projects underway.

1. Call to Order
2. Minutes – Minutes for the meeting held on June 15, 2015 are available for review.
3. Public Comment - According to State Statutes, the Board must make time for public comment at each regular meeting. Members of the public may comment on any topic.
4. Interviews/Appointments – An application has been received for one of the two open slots on the Cemetery Commission. A copy of the application is included. Mr. Thurston will be available Monday evening for an interview. Should the Board wish to appoint Mr. Thurston, the following motion is suggested:

***MOVE to appoint Don Thurston to the Cemetery Commission for a five-year term starting July 1, 2015 and ending June 30, 2020.***

5. Bylaw Changes – Chapter 22 and Gateway West Zoning District – Included with the agenda packet is a memo dated July 6, 2015 from Ken Belliveau, Planning Director. This is a matter the Selectboard was prepared to send to Public Hearing the last time this came before the Board except that the Use Chart shared with the Board contained errors. This has been corrected. If the Board wishes to proceed, the following motion is suggested:

***Move to schedule a public hearing to receive comment on the proposed Chapters 22 and 40 concerning the Gateway West Zoning District.***

6. Bylaw Changes – Chapters 17, 32, 37, and 41 – Please refer to the memo dated July 6, 2015 previous referenced. The memo lists a number of changes to the Bylaws for consideration by the Selectboard. Mr. Belliveau will be present Monday evening to answer questions. Copies of each of the affected chapters are included for your review. Should the Board agree to proceed with the changes as recommended by the Planning Commission, the following motion is suggested:

***MOVE to schedule a public hearing to receive comments on the changes to Chapters 17, 32, 37 and 41 of the Uniform Development Bylaws.***

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7. Elderly and Disabled Program Report – Included is a report for this program dated June 30, 2015. It is clear that utilization is at an all-time high. We estimate that the program will be over budget between \$13,000 and \$15,000. In addition, the program requires that the number of trips classified as “Social/Personal trips be limited. The new target is 18% of the total. Currently the number is around 21% of the total. Also included is report comparing restrictions used by other communities. In reviewing this comparison it is apparent that Williston has the most liberal policy. In order to meet the target it is therefore suggested that trips classified as Personal/Social should be restricted to 1 round trip per week with exceptions made for spouses visiting spouses being cared for outside of their home. Definitions of each use category are included with the agenda information. Should the Board wish to proceed with this change in the program, the following resolution is suggested:

***MOVE to limit use of the Elderly and Disabled program for Social/Personal rides to one round trip per week with exceptions made for spouses visiting spouses cared for outside of their homes effective August 1, 2015.***

8. Alcohol & Drug Abuse Policy for CDL Qualified Employees – The existing policy was adopted by the Selectboard in 1995 and has not been modified since. It was adopted in response to federal and state regulations governing employees who are required to have a commercial driver's license (CDL). Since 1995 the regulations have changed and the technical requirements have become more extensive. In response and as a service to member communities, the Vermont League of Cities and Towns (VLCT) provided a sample policy. This sample included a long list of policy related language as well as language concerning procedures. Included is a proposed policy draft that represents a complete rewrite of the existing policy. Most procedural requirements were taken out of the policy and put into an Administrative manual. This manual will be adopted by the Manager after the draft policy is adopted by the Selectboard. The decision to separate the two documents was made to allow the policy document to be a bit shorter in length, more manageable and give the Manager a bit more flexibility concerning the implementation of the policy. A copy of the manual is included for your information. Should the Board wish to adopt the revisions, the following motion is suggested:

***Move to adopt revisions to Attachment D of the Personnel Policy concerning the Alcohol and Drug Abuse Policy for Commercial Driver's License Qualified Employees.***

9. Inclement Weather Policy – Included is a proposed policy that represents a complete rewrite of a policy adopted by the Manager in 1998. The original policy

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was followed the first year it was adopted but it became quickly apparent that the policy did not work as it was intended. The new policy reflects what has developed as the standard practice over the years. The policy places the burden for deciding whether travel conditions are too hazardous to drive to work squarely on the employee rather than the employer. This makes more sense given the varying distances and locations employees are traveling and it also accounts for the varying tolerances employees have in traveling in poor driving conditions. It is recommended the Selectboard adopt Attachment F as a Selectboard policy.

***MOVE to adopt revisions to Attachment F of the Personnel Policy concerning Inclement Weather.***

10. Annual Employee Wage Adjustments – A recommendation will be presented at the Selectboard Monday evening. In the past, discussion on wage adjustments have frequently been held in Executive Session partly because they have related to strategies involve with negotiations with existing unions. This year this is not the case so discussion can be held in open session. If the Board concurs with the staff recommendation, the following motion is suggested:

***MOVE to approve a cost of living increase effective July 1, 2015 for non-union employees of 1.4% based on the cost of living index for the U.S. Department of Labor for the Northeast Region as of November 2014.***

11. Town Manager's Report

- a) Future Issues List – Included with this report is a list of pending policy issues.
- b) Draft Letter PSB – A draft letter to the Public Service Board has been prepared. The letter addresses concerns raised by a resident of the Maple Tree Housing development. Please review and let me know if you have any suggested changes.
- c) Stormwater Fee – A draft claim against the state is in the process of being prepared but will not be filed until after Vtrans representatives have an opportunity to respond to issues raised during our recent meeting.
- d) Speed Limit Requests – Two requests have recently been received for changes in speed limits. One request involves Sunset Hill road and the other Route 2A, the Essex Road Section. Both requests will be submitted at the next Board meeting for authorization to conduct a study to determine if a change in speed is warranted. In the case of Sunset Hill, Town staff can conduct this analysis. In the case of Essex Road, the state will need to do the work.

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- e) Brennan Woods Sewer Pump Station – Included with this report is a memo from Bruce Hoar, Public Works Director dated June 24, 2015 concerning the plan to accept the Brenna Woods sewer pump station. This issue will eventually come to the Selectboard for approval. Any concerns should be brought to our attention.
- f) People’s Choice Award - The American Water Works Association recently announced that the Champlain Water District (CWD) has won the 2015 “Best of the Best” People’s Choice Water Taste Test. The People’s Choice award winner is chosen and determined by the conference attendees, in a blind taste test. The event was composed of regional AWWA Section winners from water-tasting competitions across North America.
- g) Bikepath Bridge – Approval from the state was recently received to start the bidding process for construction. We anticipate awarding a contract for construction in August with construction starting in September and completed by July 2016.
- h) Internal Control List – A memo dated June 17, 2015 is included with this report from Deb Beckett, Town Treasurer. She requests the Board review her self-assessment questionnaire and acknowledge that it was reviewed.

12. Other Business

13. Fire Union Contract – In anticipation of a tentative agreement on the contract which expired July 1, 2015, a discussion should be held on the provisions and any final negotiating strategies. Since this discussion involves both labor relations and negotiations where premature knowledge would put the Town at a disadvantage, it is recommended the Board enter into an Executive Session prior to discussion. The following resolution is therefore suggested:

***MOVE to go into Executive Session to discuss the contract between the Town and the Williston Professional Firefighters which involves labor relations and negotiations where premature knowledge would put the town at a substantial disadvantage and invite Mr. McGuire to attend.***

14. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
5 yr.	Cemetery Commission	2019

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5 yr.	Cemetery Commission	2020
4 yr.	Conservation Commission	2015
3 yr.	Development Review Board	2016

Selectboard Goals for 2011 - 2012

- Create a sustainable budget;
- Utilize different forms of communication in order to increase or facilitate greater public input/information;
- Consider affordability for the individual and community in each decision;
- Complete an assessment of the Town's demographics and study the changing needs and needs not being addressed;
- Adopt and implement the Town Plan and report progress in accomplishing the goals outlined in the plan; and
- Reach a decision on the town's storm water management policy.