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# Memo

DATE: August 18, 2020

TO: Selectboard  
FROM: Erik Wells, Town Manager  
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 July 28, 2020 are available for review.
3. Public Comment – According to State Statutes and Selectboard policy, the Board must make time for public comment at each regular meeting. Members of the public may comment on any topic
4. Interviews/Appointments (Library Trustee) – An opening exists on the Library Board of Trustees and per the Town Charter the Selectboard is tasked with appointing a new trustee to serve until Town Meeting Day 2021. The Town received three applications for the position and applicants John Butterfield, Kathy DeLuca and Susan DeLeon are scheduled to interview remotely at the meeting. Included with the agenda are their applications for review.

***Per Board procedure consideration for an appointment with multiple candidates will occur later in the agenda.***

5. Route 2A/Industrial Avenue Intersection Improvements – Planned improvements to the Route 2A/Industrial Avenue intersection are in the preliminary design phase. The state has engaged the services of Green International Affiliates for engineering services. This discussion is continued from the July 28<sup>th</sup> meeting and the Board is asked to decide on the detour route for the project. Included with the agenda is a memo dated August 12, 2020 from Thomas Bigelow, Green International Affiliates which summarizes the detour options with additional information requested by the Board at the last meeting. Representatives Mr. Bigelow and Michael LaCroix from VTrans will attend the meeting virtually. Staff recommends detour option #2 be selected for the project, with the modification that all truck traffic is detoured to North Williston Road rather than Old Stage Road. If the Board is agreeable to this option, the following motion is recommended:

***MOVE to accept option #2 as outlined in the memo dated August 12, 2020, from Green International Affiliates concerning improvements to the Route 2A/Industrial Avenue/Mountain View intersection, with the amendment that all truck traffic is to be detoured to North Williston Road.***

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6. Lamplight Water Line Replacement Bond Article – Included with the agenda is a memo updated 8.14.20 outlining an opportunity to pursue funding for a water line replacement project in Williston's Lamplight neighborhood through the Drinking Water State Revolving Fund (DWSRF). The Town has been notified the project qualifies for DWSRF funding. The DWSRF has allocated additional subsidy dollars for projects this year in light of COVID-19 on a first-come, first-serve basis. It is possible through this opportunity that up to \$1 million of the estimated \$2 million project cost could be met using the subsidy with the balance financed through the DWSRF. To complete an application for these funds for construction a bond vote is required. Due to the limited availability of this extra subsidy funding the Board is being asked to consider holding a bond vote in November or December of this year.

In addition, an application for funding from the DWSRF for a step II final design loan for engineering work on the project by Aldrich & Elliot is ready for submission. The design loan application can be submitted for consideration of possible award now. When a construction loan for the project is awarded both are then rolled together. The subsidy is applied to the design loan using the same criteria outlined in the memo, and if the Town never constructed the project (highly unlikely) the design loan would be paid back in full by the Town at zero percent interest.

The project team of Bruce Hoar, Public Works Director; Shirley Goodell-Lackey, Finance Director, and representatives from Aldrich & Elliot will be joining the meeting remotely to discuss the multiple aspects of this proposal. Staff seeks feedback from the Board on this project, additional questions and holding a bond vote. If the Board is ready to approve the application for the loan covering final design the following motion is suggested:

***MOVE to approve a step two loan application to the Drinking Water State Revolving Fund for final design of the Lamplight Acres Waterline Replacement project in the amount of \$87,500.***

7. Community Justice Center Staffing – The Town was recently notified that the grant funding for the Community Justice Center from the State Department of Corrections has increased by \$15,000 for FY 21 due to the volume of work the Center is undertaking. As you may recall, during the FY 21 budget process this additional allocation from the State was not anticipated and before considering expanding the FTE structure for the Center the Board was interested in receiving additional State funding. A two-employee model is recommended as the staffing structure moving forward with both staff members working 40 hours per week.

Included with the agenda is a memo from Finance Director Shirley Goodell-Lackey that outlines the Center's FY 21 budget. To shift the part-time Restorative Justice Specialist position (29 hours per week) to full-time (40 hours) the personnel costs can be covered by the increase in grant dollars and funds previously allocated to the Center in the Police Department Budget for FY 21. It is staff's understanding that this level of grant funding is sustainable moving forward from the State, and a decrease in funding will require this

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position's hours to be reconsidered. To reclassify the position the following motion is suggested:

***MOVE to reclassify the Restorative Justice Specialist position as full-time.***

8. Personnel Policy Amendment – The Town's personnel policy currently requires a new employee to work one full month before being eligible for the Town's insurance benefits (health, dental, life and disability) on the first day of the following month. For example, following this structure if an employee started work on August 18<sup>th</sup> they would be eligible for insurance benefits on October 1<sup>st</sup>. This gap in insurance benefits upon starting employment with the Town is a challenge for new employees. Staff recommends that the Board amend the policy to make new employees eligible for insurance benefits on the first day of the month following their hire date. Included with the agenda is redlined language for this policy change for consideration. If the Board concurs with this change and is ready for its adoption the following motion is suggested:

***MOVE to amend the Town Personnel Policy as presented.***

9. Vermont Municipal Retirement Group – Town Manager – The position of Town Manager is currently eligible for a retirement benefit through the Vermont Municipal Employees' Retirement System (VMERS) under Group B of the defined benefit track or the defined contribution track. Currently Town Public Safety leadership positions are eligible for Group C of the defined benefit track, which is a greater level of benefit. In addition, members of the Police and Fire unions are also eligible for VMERS Group C. The Board is being asked to consider authorizing the position of Town Manager as eligible for VMERS Group C. Included with the agenda is a table listing the differences between VMERS groups and a resolution for consideration to make this change. A change in VMERS eligibility for a position is required by the end of September to go in effect the following July. To approve this change the following motion is suggested:

***MOVE to approve the resolution as presented authorizing the position of Town Manager as eligible for Defined Benefit Group C of the Vermont Municipal Employees' Retirement System.***

10. Library Trustee Appointment – If the Board is ready to appoint an applicant for the position of Library Trustee the following motion is suggested:

***MOVE to appoint (applicant) to the Library Board of Trustees until March 2, 2020 when a local election will be held to fill the unexpired five-year term.***

11. Town Manager's Report

- a) Future Issues - A summary of future issues for consideration by the Selectboard is included.
- b) Legal Report – A summary report of current legal cases is included for review.

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- c) Quarterly Report – The quarterly report will be distributed in early September, as I am getting up to speed in putting it together.
- d) Local Options Tax Report – Included is the latest local options tax receipts report covering the second quarter of calendar year 2020 to round out fiscal year 2020. I have included budget numbers projected for each quarter for FY 20 and FY 21 in this iteration of the report for reference. These are budgeted using the average of the last three complete fiscal years. Positive news is the overall receipts exceeded the budgeted amounts for FY 20 by nearly \$200,000. The sales tax receipts carried this total as rooms and meals tax revenue was much lower, as was predicted. Staff will analyze this information as revenue projections for FY 21 are refined for further discussion with the Board in September.
- e) Recent Code Saves – This summer Williston Police Officers and Firefighters responded to two heart attacks and their quick work resulted in saving both of the individuals. One incident occurred at a senior living facility and the other at the first tee of Catamount Golf Club. I want to recognize the work of our entire public safety team during COVID, and take an opportunity to recognize the officers and firefighters involved in these two recent saves. They are: Officers Matthew Cohen, Sarah Bell, and Travis Trybulski (twice); Sargent Brian Claffy (twice); Firefighters Chris Fahner, Corey Hill (twice); Lieutenants Keith Baker, Ryan Prouty and George Shortsleeves. This was great work by our first responders.
- f) Recognition – Williston Fire was recently one of three Vermont agencies recognized with the Pediatric Safe Service Award. It recognizes the commitment of agencies that are improving pediatric emergency care, and go beyond basic requirements to provide excellent care to the children in a community. Williston Fire has also received the American Heart Association's Mission: Lifeline® EMS Gold Plus Award for implementing quality improvement measures for the treatment of patients who experience severe heart attacks.
- g) Fiscal Year 2022 Budget Process – Staff is preparing an outline of the FY 2022 budget process for discussion in September with the Board in conjunction with further discussion on the economic outlook and goals for developing the budget.
- h) Fire Chief Hiring Process – A conditional offer of employment has been accepted by a candidate to become Williston's next Fire Chief. A public announcement of the hiring will be made once the conditions of the offer have been met.
- i) Volunteer Resignation – Included is a letter from Jude Hersey resigning from the Conservation Commission effective September 1. Ms. Hersey has served for 17 on the commission, and her service to the community is very much appreciated.

12. Other Business

13. Adjournment

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August 18, 2020**Please note the current vacancies exist on Town Boards:**

<b>Term Length</b>	<b>Vacancies</b>	<b>Term Expires</b>
5	Old Brick Church Trustee	6-30-25
2	Regional Planning Commission	6-30-22
5	Library Trustee (Interim)	3-2-21
4	Conservation Commission	6-30-22