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# Memo

Date: December 18, 2018

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 December 4, 2018 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. Jacob Property Transfer- Winooski Valley Park District – As you may recall the Town accepted the donation of a 29-acre parcel of land from Peter Jacob earlier this year. The land is located behind Morgan Parkway off of Route 2A. The Winooski Valley Park District (WVPD) has expressed interest in acquiring the parcel for ownership and management for permanent conservation and public access. WVPD Executive Director Nick Warner will be in attendance to explain the District's proposal for acquisition and steps necessary for the transfer to occur. Williston's representative to the WVPD Board of Trustees John Nittler will also be in attendance. The Williston Conversation Commission supports this effort. A number of documents are included with the agenda, including memos from Mr. Warner and Town Conservation Planner Melinda Scott on behalf of the Conservation Commission, a draft plan for park development at the Jacob parcel and a natural resource inventory.

It is suggested that a public hearing be scheduled to gather feedback from the community on this proposal, and afterward the Board can consider whether or not to authorize staff to move forward with the property transfer process. To schedule a public hearing the following motion is suggested:

***MOVE to schedule a public hearing to receive comment on a proposed land transfer of the former Jacob parcel to the Winooski Valley Park District.***

5. Winooski Valley Park District Budget - Executive Director Nick Warner will discuss the District's fiscal year 2020 budget and its appropriation request to the Town of Williston. Included with the agenda is a letter from Mr. Warner, the District's FY 20 budget as approved by its Trustees, and notes on the budget.

***No formal action is required at this time. The allocation request is included in the Town's FY 20 operating budget currently under discussion.***

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6. Bylaw Amendment (Growth Management) - Included with the agenda is a memo from Planning Director Matt Boulanger that outlines proposed amendments to the Town's Unified Development Bylaw from the Planning Commission. The proposed amendments pertain to Chapter 11: Growth Management and Chapter 36: Industrial Zoning District West. The proposed changes for each chapter are included with the agenda as redlined documents, along with a listing of allocated dwelling units for FY 16 – FY 25. Amending the bylaw requires a public hearing take place before the Board can consider action. To schedule the public hearing the following motion is suggested:

***MOVE to schedule a public hearing to receive comment on proposed amendments to the Williston Unified Development Bylaw Chapters 11 and 36.***

7. Sidewalk Winter Maintenance Requests - In 2001, the Selectboard adopted a comprehensive policy for determining which sidewalks in Town will be cleared of snow during the winter months. The policy also spells out specific service standards. All sections of sidewalk currently maintained by the Town are listed in Attachment 1 of the policy. There are about 13.89 miles of sidewalk maintained by the Town. Included with the agenda is a memo from DPW Director Bruce Hoar that accompanies four area requests for winter sidewalk maintenance the Town has received. The Town's policy, also included, identifies 8 criteria for the Selectboard to use in assessing each request. Mr. Hoar has analyzed each request and made note of which criteria are present for each. This analysis is included with the agenda. DPW recommends adding a section of Stillwater Lane for sidewalk winter maintenance beginning in winter 2019-2020. Should the Board agree with this recommendation, the following motion is suggested:

***MOVE to amend the Sidewalk Winter Maintenance Policy, Attachment 1 to include the section of Stillwater Lane between Zephyr Road and Talcott Road.***

8. Budget Review (continued) - The following sections of the budget will be reviewed including both the General Fund Operating Budget and the General Fund Capital Budget: Buildings and Grounds, Library and Public Works.
9. Town Manager's Report
- a) Future Issues - A summary of future issues for consideration by the Selectboard is included.
  - b) Financial Report - The financial report for the month of November is included for your review.
  - c) Legal Issues – A summary for current legal issues is included for review.
  - d) Community Outreach Program - A quarterly report for the Community Outreach Program from the Howard Center is included for your review.

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- e) Next Meeting - The next Selectboard meeting will be held on Tuesday, January 8, 2019 and begin at 6:30 PM. Regular business will be conducted along with the continued budget discussion. Remember to bring your budget materials for the meeting.

10. Other Business

11. Adjournment

**Please note the current vacancies exist on Town Boards:**

Term Length	Vacancies	Term Expires
1	Community Justice Board (two positions)	6-30-19