
Memo

DATE: February 15, 2022

TO: Selectboard
FROM: Erik Wells, Town Manager
RE: MANAGER'S REPORT

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. Executive Session- An executive session is anticipated to discuss a contract and a legal matter. To enter executive session the following motions are suggested:

MOVE to find that premature public knowledge regarding contractual agreements and confidential attorney-client communications made for the purpose of providing professional legal services to the body, would clearly place the town at a substantial disadvantage; and further

MOVE that we enter executive session to discuss a contractual agreement and attorney/client communications under the provisions of Title 1, Sections 313(a)(1)(A) & (F) of the Vermont Statutes and invite Public Works Director Bruce Hoar, Town Attorney Joe McLean and Town Manager Erik Wells to join.

3. Minutes - Minutes for the meeting held on February 1st are now available to review.
4. 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.
5. Interviews/Appointment – Ellie Beckett is scheduled to interview for an open position on the Planning Commission. Included with the agenda are Ellie's application materials for review. There are no other applicants for the position, and it has been posted and advertised multiple times over the past month. Should the Board wish to appoint Ellie Beckett the following motion is suggested:

MOVE to appoint Ellie Beckett to the Planning Commission for unexpired four-year term through June 30, 2023.

Daniel Bolger and David Cannamela are scheduled to interview for an open position on the Recreation & Parks Committee. Included with the agenda are their application materials for review. Since there are multiple applicants for the position an agenda item to consider an appointment is later in the agenda.

No formal action is required.

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6. FY 21 Audit Report – Representatives from the Town's auditing firm Sullivan Powers will provide an overview of the fiscal year 2021 audit report with Finance / Human Resources Director Shirley Goodell-Lackey. Included with the agenda is a copy of the draft audit report and management letter. Should the Board accept the audit report as presented the following motion is suggested to finalize the report:

MOVE to accept the fiscal year 2021 audit report from the Town auditing firm of Sullivan Powers as presented.

7. Face Covering Rule – On December 7, 2021 the Selectboard adopted a face covering rule for indoor public spaces in response to the ongoing COVID-19 pandemic under the authority granted to local governing bodies by Act 1 as passed by the Legislature and signed into law by Governor Scott. Act 1 dictates that should a municipal governing body enact a face covering rule it is initially in effect for 45 days and the governing body shall meet prior to the end of that period and vote either rescind or extend it. Extensions of the rule are for 30-day increments and require the same process of reconsideration to occur prior to the end of any extension enacted. All local face covering rules will sunset on April 30, 2022 in accordance with Act 1. The Selectboard approved a 30-day extension of the rule through February 20, 2022 at its January 18th meeting.

Included with the agenda is a copy of the current rule as adopted. If the Board wishes to make any amendments to the rule if extended those could also be considered in discussion. Should the Selectboard wish to extend the face covering rule for an additional 30 days from February 20th the following motion is suggested:

MOVE under the authority of Act 1 to extend the Town of Williston's Face Covering Rule in response to the COVID-19 pandemic 30 days until March 22, 2022.

Should the Selectboard wish to rescind the face covering rule the following motion is suggested:

MOVE under the authority of Act 1 to rescind the Town of Williston's Face Covering Rule.

8. Champlain Water District Annual Update – General Manager Joe Duncan and Williston Representative Liz Royer will join the meeting remotely to provide an update from the Champlain Water District. Included in the agenda is a written report for review.

No formal action is required.

9. Personnel Policy Update- Pay Bands – The Selectboard received an overview of a recently completed wage assessment study from Hickok & Boardman at its February 1st meeting. One of the recommendations from the study was a revision of the Town's pay band structure of non-represented staff positions. The revised structure as presented by Hickok & Boardman is included with the agenda along with the current structure. Should the Board have any additional questions staff can follow up with the consultant as necessary.

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Should the Board wish to adopt the revised pay band structure as an appendix to the Personnel Policy the following motion is suggested:

MOVE to adopt the amended pay bands for non-represented staff as an appendix to the Town's Personnel Policy as presented.

10. Energy & Community Development Planner Position – Included with the agenda is the Energy & Community Development Planner job description for consideration. This position is included in the FY 23 budget proposal for Town Meeting, and per the Board's direction at the February 1st meeting staff will work to fill the position during FY 22 if the budget is supported at Town Meeting. To create the position and approve the job description the following motion is suggested:

MOVE to create the position of Energy & Community Development Planner and approve the job description as presented.

11. Appointment – Recreation & Parks Committee

The Selectboard can consider appointing either Daniel Bolger or David Cannamela to the Recreation & Parks Committee. To appoint either applicant the following motion is suggested:

MOVE to appoint _____ to the Recreation & Parks Committee for an unexpired term through June 30, 2024.

12. Town Manager's Report

- a) Future Issues – A summary of future issues for consideration by the Selectboard is included.
- b) Finance Report – The Finance Report for December 2021 will be distributed prior to the meeting.
- c) Public Information Hearing Logistics – The public information hearing for Town Meeting articles is scheduled for 7 PM on Monday, February 28th. This meeting will be conducted entirely over zoom. Selectboard members can participate in the meeting either at home or in the meeting room at Town Hall. Please let me know how you will plan to attend for planning purposes.
- d) Fire Department Staffing – The Department received 47 applications for Firefighter positions over the past two months. 24 applicants have been selected for interviews this week, with second interviews planned with the Chief and Manager by the end of the month. Should the FY 23 budget proposal be supported by the voters at Town Meeting conditional offers of employment will be made to up to 9 candidates in early March.
- e) Winter Storm & Sidewalk Plowing – Our Public Works staff spent several hours performing winter maintenance during and following the recent winter storm on February 4-5th. I want to take an opportunity to recognize all our staff's work,

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and to highlight the work of Andrew Luby who spent several work days in the sidewalk plow clearing all the sidewalks and paths following the storm last week.

- f) Road Postings – The Department of Public Works is preparing for the annual posting of roads and completed the necessary paperwork for 2022. Attached for the Board’s reference is a letter from VTrans. Staff will be posting the required paperwork at public locations and on roadways.

16. Other Business

17. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
3	Historic and Architectural Advisory Committee (HAAC)	6-30-24
3	Health Officer	6-30-23
Ind	Town Meeting TV Advisory Board	n/a

Future Agenda Items of Note

Note: This listing is subject to change and is not a complete listing of all possible agenda items, rather it is a highlight of some items of note. Please reference the future issues listing for additional possible agenda items tentatively planned.

February 28th

- Town Meeting Public Information Session 7 PM

March 1st – Town Meeting Day (no meeting)

March 15th

- Reorganizational meeting
- Face Covering Rule Extension
- Black Lives Matter Flag at Town Hall
- Public Hearing – Temporary Events Ordinance
- Form Based Code Transmittal (tentative)

Town Board & Committee Future Agenda Items of Note

This is not meant to be a comprehensive listing rather highlights items of note. For a comprehensive listing please visit the Board/Commission pages on the Town website.

Development Review Board

February 22, 2022

No applications submitted

- Communication, Final Plans and Other Business

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- Form Based Code Update
- Volunteer Training

March 8, 2022

- DP 22-06 Green State Realty LLC c/o Anastasia Gaina requests pre-application review of a proposed building, storage lot, parking area and access to Route 2 including regrading of the rear (southern) bank located at 4626 Williston Road in the Industrial Zoning District West (IZDW)

Planning Commission

- Draft form-based code Public Hearing continues – February 15th

Conservation Commission

Upcoming topics

- Emerald Ash Borer update
- Significant wildlife habitat area
- General Policies for public lands and trails, Policy for use of Pine Ridge cabin

Energy Committee

February 23rd

- Continue review of Energy Plan

Catamount Community Forest:

- Brainstorm ideas for public outreach events
- Determining the best use for the historic sheep barn
- Amendments to mowing contract

Recreation & Parks Committee

- Continue work on Allen Brook Park master plan update with consultant

General Department Updates

The following are highlights of objectives, work, and projects underway in Town Departments.

Manager's Office

- Daily monitoring of operations with COVID-19 surge
- Town Meeting outreach
- Working on list of APRA projects and process for future Selectboard meetings
- Monitoring items of note in Legislative session

Police Department

- Recruitment to fill vacant department positions

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Fire Department

- Training continues for staff on new apparatus
- Interviews of firefighter candidates

Public Works Department

- Winter operations work ongoing
- Preparing bids for 2022 projects

Planning & Zoning Department

- Work on form-based code review with Planning Commission
- Staff support for upcoming DRB applications up for review

Recreation & Parks Department

- Continued work on Allen Brook Master Plan with Recreation & Parks Committee
- Winter programming and preparing for spring

Finance / HR Department

- Taxes due 2/15

Dorothy Alling Memorial Library

- Transitioning to some in-person programming

Town Clerk's Office

- Early/absentee voting ballot requests are being taken and distributed