

Memo

Date: February 18, 2014

TO: Selectboard

FROM: Richard McGuire

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. Minutes – Minutes for the meetings held on January 27, 2014 and February 3, 2014 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. Board Applications/Appointments – Two candidates interested in serving on the Development Review Board will be in attendance Monday evening for an interview. There is currently only one slot available. Should the Board wish to make the appointment, the following motions are suggested:

MOVE to appoint John Hemmelgarn/John Patzer to the Development Review Board for a term ending June 30, 2015

5. Public Informational Meeting – Sucker Brook Hollow Management Plan – Included is a notice of the meeting. No formal action is needed beyond a vote to close the information meeting.
6. Sucker Brook Hollow Management Plan – A copy of the Management Plan was previously distributed. If the Board wishes to approve the plan, the following resolution is suggested:

MOVE to adopt the Management Plan for the Sucker Brook Hollow and adjoining trail easements as approved by the Conservation Commission.

7. Public Hearing – Bylaw Amendments – A copy of the hearing notice is included. No formal action is needed beyond a vote to close the public hearing.
8. Public Hearing – FairPoint Communications Request – A copy of the hearing notice is included with the agenda packet. Please remember to bring the documents that were previously distributed including a copy of the ordinance and FairPoint Communications request with supporting documents. If you are unable to locate your copy, please let us know. Jim McCullough has submitted a memo he would like the Board to consider as part of the hearing. A copy is included with the agenda packet. No formal action is required beyond a vote to close the hearing.

9. Bylaw Amendments – There are three separate bylaw changes: impact fees (Recreation and Schools), medical marijuana dispensary regulation, and amending the list of transportation improvements eligible for impact fee funding. In the event, Board members are split on which of the three major changes they support, the following resolutions are suggested:

MOVE to adopt the proposed amendments to the Unified Development Bylaws which revise Chapter 36 to permit medical marijuana dispensaries subject to conditions.

MOVE to adopt the proposed amendments to the Unified Development Bylaws involving the additions of Chapters 43 and 44 which include impact fees for parks, recreation and schools and an updated fee schedule.

MOVE to adopt the proposed amendments to the Unified Development Bylaws involving a revision to Chapter 45 which amends the list of transportation improvements eligible for impact fee funding.

10. FairPoint Communications Request – The ordinance permits the Selectboard to waive the requirement of placing a utility line underground, if after a public hearing, the Board determines the underground line is not economically feasible. Legal counsel believes the Board has the option of making this determination in writing following a closed deliberative session or deliberating in public with a public vote with or without a written opinion. However the decision is reached, the decision will setting a precedent whichever way it goes. The following resolution is suggested, if the Board chooses to hold a public vote:

MOVE that the Board has determined that placement of utility lines underground along Governor Chittenden Road is not / is economically feasible and the request by FairPoint Communications is therefore approved / denied.

11. Revolving Loan Fund Application - Included with this report is a memo dated February 11, 2014 from Bruce Hoar, Public Works Director. The application is for construction work valued at \$200,000 for the Gallop Hill Sewer Pump Station. If the Board concurs, the following resolution is suggested:

MOVE to authorize the submittal of an application to the Revolving Loan Funds for Construction of the Gallop Hill Sewer Pump Station.

12. Town Manager's Report

- a) Future Policy Issues - A list of future agenda issues is included for your review.
- b) Financial Report – Included is a report on the Town's finances through the end of January, 2014 as prepared by Susan Lamb, Finance Director.

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- c) Birth Tree Project – The Committee formerly known as the Williston Green Initiatives Committee (Sustainable Williston) is currently exploring a new program called a “Birth Tree” project. This program would provide parents of newborns to sign up to either receive a tree to be planted on their property or to have a tree planted on town designated public property. If successful, the Committee is hopeful the town will pay for the cost of any trees to be planted on public property. As more information becomes available on this effort, it will be passed along.
 - d) March Meeting Schedule – The meeting schedule for next month has been officially revised. The Board is now scheduled to meet on Monday, March 10th and Monday March 24th.
 - e) Local Options Tax Report – The latest report on receipts for the local options tax is included. In general receipts for the sales tax are below projections but rooms and meals receipts are above projections. Taken together, we are right on target for the year thus far.

13. Other Business

14. Adjournment

Please note: If an Executive Session is needed the following motion is suggested:

To discuss (Name of Topic) which involves (labor relations, negotiations, civil action) where premature knowledge would place the Town at a substantial disadvantage and invite (name of persons other the Board) to attend.

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.
- Reach a decision on the town's storm water management policy.

Please note the current vacancies exist on Town Boards:

Term Length	<u>Vacancies</u>	Term Expires
5 yr	Cemetery Commission	2018
3 yr	Development Review Board	2015