
Memo

Date: January 3, 2017

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 meeting held on December 29, 2016 are available for review but the minutes for January 3, 2017 are not.
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. Budget Review: Fiscal Year 2018 (General Fund) – Please remember to bring your copy to the meeting Tuesday evening. A copy of the latest list of possible budget adjustments is included. The following sections of the budget will be reviewed including both the General Fund Operating Budget and the General Fund Capital Budget: Highway Department. In addition, the operating and capital budgets for the water, sewer and stormwater funds will be reviewed. Time permitting the Board may want to begin deliberations on the budget in order to provide staff with guidance prior to the next meeting. **No formal action is anticipated at this time.**
5. Town Manager's Report
 - a) Legislative Breakfast – The next legislative breakfast hosted by the Town is scheduled for Monday, February 6, 2017 at the Williston Town Hall. Please mark this date down on your calendars. We will also need a moderator if anyone would like to volunteer for this function, let me know.
 - b) In Memoriam – Included with this report is a draft page listing the names of those who have been involved with our local government in years passed but who died in 2016. If there are any omissions or corrections to this list, please let us know.
 - c) Dedication List – A list of past honorees and possible future honorees is included. As you know, the Selectboard each year selects one individual to recognize by dedicating the Annual Report to that individual. The tradition is to keep the name confidential until the report comes out. In

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recent years, I have personally delivered a copy of the report, hot off the press, to each person honored with this dedication.

- d) Draft Town Meeting Warning – A preliminary Town Meeting Warning is included for your review. Please let us know if you find any needed corrections.
6. Other Business
 7. Adjournment