
Memo

Date: January 12, 2015

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 8, 2014 and December 15, 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. Request to Accept Trail Easement – The Conservation Commission has recently had conversations with Dr. Burnett, who owns property located south of Williston Road and east of the town owned parcel known as the Mahan Farm. Dr. Burnett has indicated his willingness to grant the Town an easement along the southern most section of his property for a pedestrian trail. Included with the agenda is a memo dated December 30, 2014 from Ken Belliveau, which explains the proposal. Should the Board wish to proceed, the following resolution is suggested:

MOVE to authorize the Manager to accept a trail easement across property located south of Williston Road and currently owned by Dr. Burnett, as recommended by the Conservation Commission.
5. Sidewalk Winter Maintenance Program FY 2016 – Included is a memo dated December 4, 2014, from Bruce Hoar concerning requests received this past year for sidewalk winter maintenance. Two such requests were received. Copies of these requests are included with the agenda packet. Mr. Hoar does not recommend approving either of the requests. On the request from Mr. Whitcomb, I would add that we do not maintain sidewalks to the same standards as sidewalks and Whitney Hill Road is a lightly traveled road. It is therefore likely that walking on the street is a safer alternative than the sidewalk. **No formal action is anticipated.**
6. Trader Lane Project Update – Mr. Hoar will be present Monday evening to provide the Board with a brief update on this project. **No formal action is anticipated.**
7. Budget Review – Fiscal Year 2016 – Copies of the Town general, water, sewer, stormwater and capital budgets were previously distributed. Please remember to bring your copies to the meeting. The review process will continue with

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presentations by the Library, Stormwater, Highway, Water and Sewer Departments. Copies of the Stormwater, Sewer and Water budgets were recently distributed. A list of possible budget adjustments has been prepared on the general fund budget for consideration. **No formal action is anticipated at this time.**

8. Personnel Policy – Appendix L (Police Department Policies) - Appendix L of the Town's Personnel Policy was adopted on May 7, 2012 and subsequently amended several times. The Policy was intended to replace the union contract after the employees voted to de-certify their existing bargaining unit. As you know, the Police have since voted to establish another bargaining unit, this time affiliating with the New England Police Benevolent Association. The contract with this new bargaining unit was recently approved by the Selectboard. It therefore makes sense to repeal Appendix L since it has been superseded by the new contract. If the Board concurs with this recommendation, the following motion is suggested:

MOVE to repeal in its entirety, Appendix L (Police Department Policy) of the Town's Personnel Policy as adopted on May 7, 2013 and subsequently amended.

9. Town Manager's Report

- a) Future Issues List – Included with this report is a list of pending policy issues.
- b) Town Report Dedication – A list of possible recipients of this recognition will be distributed Monday evening. This list is intended as a starting point for discussion.
- c) North Country Sportsman's Club – In April 2014, a letter was sent to the Club requesting several changes to the existing agreement between the Town and the Club. The agreement is required as part of the Noise Control Ordinance. A copy of the letter is included with this report. Since April, there have been a number of emails back and forth, one telephone discussion and one recent face to face meeting with a Club representative.

The Club has indicated willingness to consider changes to the agreement but they would like until July 1, 2015 to prepare a specific proposal for consideration. They are in the process of finalizing a new shooting configuration as part of a state approved plan to better contain lead on-site. The Club wants to gain a better understanding of how this new configuration will impact their operations. In addition, the Club has indicated they will not be changing their shooting patterns or schedules

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during the next six months. While this means that there will likely be no resolution for more than a year after the initial request, given the Club's transition and the fact that the status quo remains unchanged the proposed delay is acceptable. If the Board believes otherwise, please let us know.

- d) Personnel matters – Jennifer Murray was recently hired as the new Environmental Planner replacing Jessica Demar. Her first day is January 15th. She is currently working as the planner for the Town of Jericho. She received a Bachelor's degree from Colgate University and a Master's degree from Albany University in Regional Planning with a concentration in Environmental Planning.
- e) Disc Golf Project – Several years ago, an eighth grade student attending Williston Central School proposed a plan to develop a disc golf course within the existing park behind Williston Central School. The student, Cole Bartlett, met with several town staff, consulted with individuals familiar with such courses and prepared a plan to develop the course at no cost to the Town. Care was taken to keep the tees and baskets outside of any wetlands or wetlands setbacks. This plan was approved by the Public Works Director and work installing the course has begun. A copy of the course layout is attached to this report. Unless the Board has any objections, work will be completed soon and we can arrange a meeting with student, now a sophomore at CVU to discuss his project.
- f) Water Bills – There has been much discussion on Front Porch Forum concerning the last round of water bills. Many of the comments have reflected inaccurate information or a lack of understanding of the bills. In order to address this issue we have prepared a Water Rate Fact Sheet, a Water Savings Tip sheet, and a web tool that allows users to interactively explore their use, rates and water conservation measures.
- g) Equalization Study – Included is a copy of the most recent equalization study completed by the Vermont Division of Property Valuation and Review. Also included is a memo from Bill Hinman, Assessor who does not recommend an appeal of the study. Unless the Board indicates otherwise, no appeal will be filed.
- h) DPW Project – The building is now substantially complete. A punch list of remaining items has been developed and there are a few items that will have to be completed in the spring. Town staff has already begun the process of relocating all tools and equipment. This will take several weeks. Closing on the existing building is tentatively set for some time in

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March. An open house/ribbon cutting ceremony will be scheduled once the weather turns a bit warmer in the early spring. Included is a report on the project's finances. There are still a number of bills that are outstanding and one major change order which must be considered – solar panels.

10. Other Business

11. 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.

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
5 yr.	Cemetery Commission	2018
3 yr.	Listers	2017
Varies	Community Justice Board	Varies
3 yr.	Historic & Arch Review Committee	2017
4 yr.	Conservation Commission	2015

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

Disc Golf Layout

