
Memo

Date: January 16, 2018

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 December 12, 2017 and January 2, 2018 are available for review. The minutes for January 9, 2018 are not yet available.
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. Interview/Appointments – Energy Coordinator – As you may recall, the Board interviewed Mr. Brian Forrest on December 5th for the long-unfilled position of Energy Coordinator. The Board requested we advertise the position, which we did. No new applicants have stepped forward. The Board therefore has three decisions to make. The first is does the Board wish to fill this position? If so, does the Board wish to appoint Mr. Forrest? Finally, for what term length would the Board like to set for this position? Staff has no strong feelings on term length but suggests either a two or three-year term. The following resolution is offered:

MOVE to appoint Mr. Forrest as Energy Coordinator for a one/two/three year term ending June 30, 2018/2019/2020.
5. Green Mountain Transit Update – Mark Sousa, General Manager will be present Tuesday evening to update the Board on various issues relating to the Transit Authority and will be available to answer questions about their proposed budget for next fiscal year. Their budget request is detailed on page 5 of the Outside Services section of your budget book. A copy of a power point presentation prepared by Mr. Sousa along with a one-page report are both included in the agenda packets. ***No formal action is anticipated.***
6. Catamount Community Forest Study Committee – Representatives from the Committee will be present Tuesday evening to provide the Board with a verbal update on progress made by the Committee thus far and will highlight key issues being considered by the Committee. ***No formal action by the Board is anticipated.***
7. Keeping of Chickens Regulation- Staff has prepared a draft Ordinance for a first reading and discussion a copy of which is included with the agenda packet. The

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draft Ordinance outlines a permitting process, housing and care of the birds and an enforcement process, among other provisions. Attending the meeting will be Natalie A. Kwit, State Public Health Veterinarian and her colleague Kayla Donohue who can speak to public health questions from the Board.

In order for this Ordinance to be possible, Williston's Unified Development Bylaws must first be amended. The Planning Commission has recommended a change that would allow female poultry (chickens) to be kept on residential lots under an acre in size. This proposed amendment is included in a collection of general bylaw revisions the PC will be considering later this winter. The Selectboard can consider adopting the development bylaw amendment in tandem with the Care and Keeping of Chickens Ordinance. Staff will advise on timelines and the process to follow.

If the Board wants to move forward in the adoption process for this Ordinance, any feedback for revisions are requested so they can be incorporated for a second reading. Review by the Town's legal counsel will be undertaken once the Selectboard's comments and suggested changes have been incorporated into the first draft. ***No formal action is required at this time.***

8. 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. There is one request for maintenance, which a repeat request from prior years. The request can be accommodated within the budget as proposed for next fiscal year. However, as Bruce Hoar notes in his memo dated January 12, 2018, the project has not yet been accepted by the Town. It is entirely possible the project will be accepted either before or early in fiscal year 2019. Staff therefore recommends tabling this request pending completion of the project. The following motion is therefore suggested:

MOVE to table the sidewalk maintenance request for fiscal year 2019.

9. Motor Vehicle and Traffic Ordinance Amendment Old Stage Road North – Several residents requested the Town consider reducing the speed limit on a section of Old Stage Road that starts at the intersection of Mountain View Road and runs north to a dead end. In response to this request, staff worked with the Regional Planning Commission to conduct a speed study on this section of road. The current speed limit for that roadway section is 35 mph. In order for the Selectboard to determine

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a safe and responsible speed on a town highway, a speed study is first required under State Statute.

As a result of the study, the CCRPC has recommended that the speed limit be lowered to 25 mph for that section of Old Stage Road. A copy of the report is included.

To implement this change, the Town's Traffic Ordinance will require an amendment (Appendix A). A copy of the affected section showing the proposed changes is included in the agenda packet. The next step for such an amendment is scheduling a public hearing to receive comment on the speed limit change. Included with this report is a memo dated January 12, 2018 from Bruce Hoar in support of changing the speed limit. Should the Board want to proceed the following motion is suggested:

MOVE to schedule a public hearing to receive comment on a proposed amendment to the Town's Traffic Ordinance that would lower the speed limit on Old Stage Road (northern section) to 25 mph.

10. Budget Review FY 2019 – Review of the proposed budget for fiscal year 2019 will continue. Please remember to bring your copy to the meeting Tuesday evening. A copy of the latest list of possible budget adjustments is included. In addition, several charts showing trends concerning local options tax receipts are included in response to questions from the Board about possible exposure to revenues when a downturn in the economy occurs. Staff continues to review the budget for other possible adjustments. Guidance from the Board as to where it would generally like to end up will be helpful and staff would like the opportunity to further review priorities and prepare recommendations to match the Board's target. ***No formal action is anticipated at this time.***
11. Town Manager's Report
 - a) Future Issues – A summary of future issues for consideration by the Selectboard is included.
 - b) Finance Report – A copy of the Finance Director's report on town finances through the end of December 2017 is included for your review.
 - c) Audit Report – A copy of the Audit Report will be available towards the end of next week and will be formally presented to the Board on January 23rd.
 - d) Next Board meeting – The next Selectboard meeting will be held on Tuesday, January 23rd. This meeting is intended to serve as the final

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budget review meeting and will also involve decisions on the citizen petition, regional dispatch, solar panels and the Winooski Valley Park District.

- e) Williston Legislative Breakfast – The date for the 12th annual legislative breakfast has been set for Monday, January 29, 2018. Please mark your calendars.
- f) North Williston Road Study – In response to questions raised by Selectboard members concerning the original study (April 2012) of the intersection of North Williston Road and Mountain View Road, Eric Wells, Assistant to the Manager has prepared a memo to update the Board. In addition, an excerpt from the original study is included. A copy of the complete report is available on-line through a link on the page for this meeting. Should the Board wish to follow a different path on this intersection, please advise staff.
- g) School Stormwater maintenance – You may recall in July 2017, several members of the regional school district approached the Board about discussing and evaluating whether or not the Town should take over maintenance of the Stormwater systems for the schools located in Williston. At the time, the consensus was to form a committee to study the matter further. Since then staff has exchanged information with school staff and we were recently informed the school district has decided to not pursue the matter further.
- h) Quarterly Report – A copy of the Quarterly Report will be distributed Tuesday evening.
- i) Legal Matters – A copy of the report listing current legal matters involving the Town is included with this report.
- j) Regional Dispatch – For those wanting to learn more about the work of the Joint Survey Committee and other matters concerning this issue, there is a wealth of information on the Regional Planning Commission's web site using the following link: <https://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>

12. Other Business

13. Adjournment