
Memo

Date: June 20, 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 June 6, 2017 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 Interviews/Appointments – On May 2, 2017, the Selectboard approved a charge for the formation of the Catamount Community Forest Study Committee. The charge called for the appointment of 7 to 10 individuals with some emphasis on selecting members who represent various stake holders. In response, 14 applications have been submitted for consideration. Several thoughts and recommendations on appointments are articulated in a memo dated June 15, 2017 from Melinda Scott, Conservation Planner. All applications are included with the agenda packets. The applications can be divided into three groups for ease of consideration:
 - a) Town Board members: Three of the applications are representatives from various town boards: Mike Clauss (Recreation); Anthony Jordick (Conservation Commission); and Benjamin King (Planning Commission). One application is our current representative on the Winooski Valley Park District (Rita Dessau). In the interests of time it is suggested these individuals not be required to participate in the interview process.
 - b) State Employees: One application was received Andrea Shortsleeve who works for the Vermont Department of Fish and Wildlife. While Ms. Shortsleeve is in a position to provide valuable input to the committee, staff recommends she not be appointed but rather serve in the role as advisor to the committee. As such she will be able to attend every meeting she wishes and will be in a position to provide technical assistance. The Conservation Commission recommends that a second state employee, Ethan Tapper, who works as the Chittenden County Forester be appointed. Please refer to the memo from Melinda Scott explaining the reasoning behind this recommendation.

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- c) At-large applicants – There are 8 applicants for 5 slots assuming the Board accepts the Conservation Commission recommendation. They represent a range of interest. All 8 applicants from this group have been invited to attend the June 20th meeting of the Selectboard to discuss their interest in serving on the Committee.

Should the Board wish to make appointments the following resolutions are suggested:

MOVE to appoint Mike Clauss, Anthony Jordick, Benjamin King, and Rita Dessau to the Catamount Community Forest Study Committee.

MOVE to appoint Ethan Tapper to the Catamount Community Forest Study Committee.

MOVE to appoint (James Diaz, Jeff Dickinson, Barbara Evans, Kort Longenbach, Patrice Maloney, Theresa Marron, Ben Norris, Stephen Page) to the Catamount Community Forest Study Committee.

5. Public Hearing – Housing Trust Fund Ordinance – Included is the notice of public hearing. **No formal action is required beyond a motion to close the public hearing after comments from the public have been received.**
6. Transfer Agricultural Protection Restrictions – Mahan Farm – A memo dated May 10, 2017 is included. The memo explains the potential benefit and reasons for the requested transfer. The land across from the Fire Station when originally acquired by the Town was intended to serve as a permanent “green” buffer between the development in the Taft Corners area and the Village area. At one point, the possibility of imposing a conservation easement through Vermont Land Trust was explored but for several reasons, including cost, this was never pursued. For these reasons, the proposed transfer makes sense. The Town gains the ability to extend the popular Allen Brook Nature Trail while providing greater protection of the agricultural soils opposite the Fire Station. Should the Board wish to move forward with this request, the following resolution is offered for consideration:
- MOVE to authorize the transfer of the perpetual protection of agricultural uses and accompanying restrictions from a parcel adjacent to the Keystone subdivision, formerly owned by Al Senecal, to the Mahan Farm parcel south of Route 2.***
7. Comprehensive Plan Review – The following sections are planned for review Tuesday evening, time permitting: Housing, Growth Management, Transportation and Energy. Please remember to bring your copy of the plan. **No formal action is anticipated.**

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8. Set Municipal Tax Rate – A memo dated June 13, 2017 has been prepared by Jennifer Kennelly. Based on a somewhat larger increase in the Grand List than anticipated, Ms. Kennelly is recommending no change in the municipal tax rate for fiscal year 2018. You may recall the tax rate for the current fiscal year represented a .015 decrease over the previous year because of a town-wide reappraisal. The following motion is suggested:

MOVE to set the municipal tax rate at \$.265 for fiscal year 2018.

9. Sewer Allocation Rate – Currently the sewer allocation rate is \$10.00 per gallon. The rate in the past has been calculated using the cost to the sewer fund for acquiring new capacity. Currently, the Town is entering the second year of a five-year agreement to purchase 50,000 gallons at the rate of \$10.00 per gallon. Bruce Hoar, Public Works Director has recommended no change in the rates. The following resolution is suggested:

MOVE to set the sewer allocation charge at \$10.00 per gallon effective July 1, 2017.

10. Stormwater Fees – A memo dated June 5, 2017 has been prepared by Bruce Hoar concerning the rates for fiscal year 2018. He recommends a rate of \$4.25 per equivalent residential unit which is currently in place. Should the Board concur, the following resolution is suggested:

MOVE to set the storm water fee for fiscal year 2018 at \$4.25 per equivalent residential equivalent.

11. Water and Sewer Connection Fees – Please refer to the memo dated June 11, 2017 from Bruce Hoar. Connection fees are similar to impact fees in the sense they are based on future planned improvements to the system necessitated by new development. The original fees were based on an analysis of possible future projects and the cost of those projects. The analysis was conducted by a consultant hired by the Town. In order to keep pace with inflation, the Selectboard has increased the connection fees each year based on the cost of living index. This year the index increased about 1%. An increase in the fee of 1% is therefore recommended. It should be noted that last year, there was no increase in the connection fees. If the Board wishes to adopt the proposed fee schedule, the following resolution is suggested:

MOVE to set the water connection fees at \$6.72 per gallon for residential and commercial accounts and \$3.36 for affordable housing effective July 1, 2017.

MOVE to set the sewer connection fees at \$7.63 per gallon for residential and commercial accounts and \$3.84 for affordable housing effective July 1, 2017

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12. Water and Sewer Use Rates – Included with the agenda packet is a memo dated June 5, 2017 from Bruce Hoar, Public Works Director with recommendations on the rates for water and sewer use. The rates for each utility have two separate components. The first component is the basic rate which is the minimum charge assessed to each property having a connection to the water and/or sewer system. The minimum charge covers a portion of the overhead necessary to operate a utility which is not dependent on the actual gallons used. The second and largest part of the bill is based on actual gallons used as measured by water meters. Based on the budgets approved this past January, the following changes are recommended:

MOVE to set water use rate at \$4.70 per 1000 gallons effective July 1, 2017, starting with the second quarter billing due on December 30, 2017.

MOVE to set the sewer use rate at \$6.48 per 1000 gallons effective July 1, 2017, starting with the second quarter billing due on December 30, 2017.

MOVE to set the base user charge rate for water at \$5.43 per quarter, for sewer at \$14.95 per quarter and for commercial at \$10.88 per quarter effective July 1, 2017.

13. Ambulance Service Rates – Ken Morton, Fire Chief surveyed all of the surrounding ambulance services in the county, for their billing rates. Based on this, we find our current rates are comparable to the average. Therefore, no increase in the rates for the coming year are proposed, with one exception. Per Chief Morton, our maintenance budget continues to grow so he is proposing a \$1 per mile increase in the mileage rate (from \$16 to \$17). This should result in an average increase of \$7 per ambulance transport. Based on an average of 700 ambulance transports per year, this should net approximately \$4,900 of revenue per year to help cover the related expenses. Based on this recommendation the following resolution is suggested:

MOVE to adopt the following rates for ambulance service effective July 1, 2017: \$625 for Basic Life Support; \$775 for Advanced Life Support 1; \$1295 for Advanced Life Support 2; \$175 for Advanced Emergency Medical Technician Intercept; \$250 for Paramedic Intercept; and a mileage rate of \$17.00 per mile

14. Annual Employee Wage Adjustments – For the Police and Fire Unions, the annual wage adjustment is tied to the Cost of Living Adjustment as provided by the U.S. Department of Labor using the Northeast Overall Consumer index for the period November 2015 through November 2016. For this period, the cost of living index showed a 0.9% increase. It should be noted that last year, no increase was provided to either the Police or non-union employees because the consumer index did not increase. Typically, the Board has adopted the same increase for non-union

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employees. Therefore, based on past practice and the consumer price index for the period specified, the following motion is offered:

MOVE to approve a cost of living adjustment for all non-union employees of 1%.

15. Financial Management Questionnaire – According to state law, the Town Treasurer shall annually provide the Selectboard, a review of internal financial controls. Included is a copy of a Financial Management Questionnaire completed by Deborah Beckett, Town Treasurer pursuant to this requirement. The Board is not required to approve this document but should acknowledge receipt. The following motion is therefore suggested:

MOVE to acknowledge receipt of the Financial Management Questionnaire for fiscal year 2017.

16. Housing Trust Fund Ordinance – A copy of the proposed Ordinance is included for your review. Should the Board wish to adopt the Ordinance, the following resolution is suggested:

MOVE to adopt the Housing Trust Fund Ordinance draft dated May 2, 2017.

17. Town Manager's Report

- a) Future Issues – A summary of future issues for consideration by the Selectboard is included.
- b) Financial Report – A report of town finances through the end of May is included.
- c) Legal Issues Report – A summary of the current pending legal matters involving the town is included for your review.
- d) Board/Position List – Included with this report is the list of current member of Town Boards and appointed/elected positions.
- e) Lake Iroquois – The Lake Iroquois Association are delaying their plans for an herbicide treatment until next season, pending receipt of a permit from the state. Instead, they plan to lay down benthic barriers at the fishing access and will update the complete aquatic survey conducted in 2014. The Town of Williston is serving as the grant recipient and administrator for these projects. In addition, we have budgeted \$20,000 in next fiscal year to assist in the battle against the invasive species impacting the lake.
- f) Personnel Matters – Thomas Cameron, Public Works Maintainer has recently resigned his position he has held for the past year.

18. Other Business

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19. Police Collective Bargaining Agreement – A tentative agreement has been reached with the New England Benevolent Association for a three-year contract. The current contract expires June 30, 2017. The changes are summarized in a memo dated June 13, 2017 from Jennifer Kennelly, Finance Director. If the Board supports the proposed changes to the contract, the following resolution is suggested:

MOVE to authorize the Manager to sign the collective bargaining agreement with the New England Benevolent Association, Local 409 for the period of July 1, 2017 through June 30, 2019.

20. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
2 yrs.	Chittenden Solid Waste District Alternate	2017
NA	Social Organizations Committee	No expiration
3 yrs.	Historic and Architectural Advisory Committee	2019
3 yrs.	Recreation Committee	2020