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# Memo

Date: June 7, 2016

TO: Selectboard

FROM: Richard McGuire

RE: Manager's Report

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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 May 17, 2016 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. Annual Appointments/Interviews for Town Boards - Included with the agenda packets is a list of individuals who are interested in serving on town boards. Some of these individuals will be in attendance Tuesday evening to be interviewed. The remaining will be in attendance on June 21<sup>st</sup>. In addition, there is a list of individuals who are currently serving on Town boards and wish to continue serving. Finally, there is a list of positions that are still vacant. All vacant positions have been posted on the Town web site, Town Facebook page, email newsletter, NextDoor forum and Front Porch Forum. Should the Board wish to make appointments the following resolution is suggested:

***MOVE to re-appoint the individuals currently serving on town boards to another term as indicated on the spread sheet dated May 11, 2015.***

5. NETS Property Donation - Final Authorization – At the March 21, 2016 Selectboard meeting, the Board voted to prepare authorize the Manager to prepare the necessary documents to accept 42 acres of land from New England Theological Seminary (NETS). This work is nearing completion. Attached is a draft Warranty Deed for the property. A title opinion has been prepared and is being reviewed by legal counsel. We have also requested a copy of the Phase 1 environmental assessment that was recently completed. NETS does not yet own the property but are in the final stages of permitting and taking care of the various steps they need to complete in order to finalize their purchase. They are requesting final authorization from the Town to accept the 42 acres. The following motion is therefore suggested:

***MOVE to authorize the Manager to accept a Warranty Deed for approximately 42 acres of land off of Governor Chittenden Road from the New England Theological***

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***Seminary and to authorize the Manager to sign all related documents subject to receipt of a title opinion and phase 1 environmental assessment which is satisfactory to the Town's legal counsel.***

6. Memorandum of Understanding (MOU) with County Sheriff – Included is a draft MOU prepared by Chief Shepard for dispatching services to be provided to the Chittenden County Sheriff's office. In exchange for dispatching services, the Town will receive the benefit of the Sheriff's Department radio transmission equipment which will serve to improve the quality of radio communications for the Williston Police Department. The draft MOU has sufficient protections for both parties should the arrangement prove not be beneficial to both parties. Chief Shepard will be present to answer questions. If the Board wishes to proceed, the following resolution is suggested:

***MOVE to authorize the Manager to sign the Memorandum of Understanding between the Town and the Chittenden County Sheriff's Office for dispatching services.***

7. Agricultural Grants Policy – At the April 19<sup>th</sup> Selectboard meeting, the consensus of the Board was to explore the concept of establishing a grant program that would mitigate some of the burden the new stormwater fee has place on farms in Williston. Previously on February 22, 2016, the Board voted to change the Stormwater User Fee Credit Manual by providing for an automatic 10% credit for those farms that complete a state required Agricultural Credit form proving compliance with the Vermont's Required Agricultural Practices (RAP).

Following the April 19<sup>th</sup> meeting, staff prepared a draft policy for Board consideration. A copy is attached. One key piece of the draft policy has been left open and that is the level of grant to be provided. Each 10% grant/credit will cost the Town about \$1,100 as detailed in a memo dated March 28, 2016, from James Sherrard. This memo was shared with the Board at the April 19<sup>th</sup> meeting.

A copy of the draft policy has not yet been shared with affected property owners. Staff suggests they be invited to review and comment at a future Board meeting.

**No formal action is therefore suggested at this time.**

8. Water Tank Replacement – Representatives from the Champlain Water District will be present to discuss the proposed water tank to be located on property purchased by the Town's water department for that purpose. Please refer to the memo dated May 26, 2016 for a more detailed discussion. Also included with the agenda is a spread sheet showing the most recent cost calculations for the project along with a draft license and inter-local agreement. **No formal action is anticipated at this**

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**time but the Board will be asked to authorize the Manager to execute these two agreements at the June 21<sup>st</sup> meeting.**

9. Champlain Water District Report – The Town's representative to the Water District will be present along with the General Manager to update the Board on issues relating to the Water District. **No action by the Board is anticipated.**

10. Town Manager's Report

- a) Future Issues List – Included is a list of pending policy issues.
- b) Personnel Matters – Stephan LaTulippe, Director of the Town's very successful Justice Center has announce his retirement effective the end of July.

11. Other Business

12. North Country Sportsmen's Club vs. Williston – The Board will need to continue its evaluation of the recent decision by the judge concerning this case and decide whether a settlement agreement should be pursued. This discussion will likely involve legal strategies. It is therefore suggested the Board go into Executive Session prior to discussing its legal strategies. The following motion is therefore suggested:

***MOVE to go into Executive Session and invite the Manager to attend in order to discuss a legal strategy concerning civil action involving the Town where premature knowledge would place the Town at a substantial disadvantage.***

13. Adjournment