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# Memo

Date: May 1, 2018

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 April 17, 2018 are available for review.
3. Public Comment - According to State Statutes and Selectboard policy, the Board must make time for public comment at each regular meeting. Members of the public may comment on any topic.
4. Interviews/Appointments – The position of First Constable is currently open. This elected position was not filled at Town Meeting so the Selectboard has the authority to appoint a resident to serve out the one-year term until Town Meeting 2019. Michael Moran and Fran Stoddard have applied for consideration and are scheduled for interviews tonight. The vacancy was advertised using a number of methods. Should the Board wish to appoint an applicant, the following motion is suggested:

***MOVE to appoint \_\_\_\_\_ as First Constable for a one-year term through March 4, 2019.***

5. First Class Liquor License Request - The Scale Poke Bar has requested a first-class liquor license and outdoor consumption permit from the Town. It's in the Kismet Building on Blair Park Road in the space where the Pingala Cafe was previously located. Town staff has raised no concerns with this application. The applicants will be attending the meeting to answer any questions. Should the Board wish to grant the license the following motion is suggested:

***MOVE to grant a first-class liquor license to the Scale Poke Bar through April 30, 2019.***

6. Investment Policy Amendment & Quarterly Report - Town Treasurer Deb Beckett will present proposed amendments to the Town investment policy and a quarterly report covering investment activity. A redlined version of the proposed policy amendments is included with the agenda for review. Should the Board agree with these proposed changes the following motion is suggested:

***MOVE to accept amendments to the Town Investment Policy as presented.***

7. Public Hearing- Proposed Bylaw Amendments – A public hearing is scheduled for 7:30 PM to receive comment on the proposed amendments to the Williston Unified

Development Bylaw. A copy of the public hearing notice is included with the agenda.

**At the conclusion of the hearing, a motion to close the hearing is in order.**

8. Bylaw Amendments – Please refer to the documents from the April 3 meeting related to this item that were previously distributed. These include a memo from Planning Director Ken Belliveau that summarizes the proposed changes, an excerpt of the main sections with substantive changes, a list of the changes and a redlined copy of the Bylaw with the changes. A memo is included with the agenda from Erik Wells, Assistant to the Town Manager that outlines policy considerations around the broader question of poultry regulation addressed in chapter 20 of the bylaw. This is a decision point for the Board to consider before taking action on the proposed bylaw amendments, as it could affect the structure of the proposed Keeping of Chickens ordinance.

If the Board wishes to adopt the proposed bylaw amendments as presented the following motion is suggested:

***MOVE to adopt amendments to the Williston Unified Development Bylaw as presented.***

9. Keeping of Chickens Regulation - A revised draft ordinance has been prepared by Erik Wells, Assistant to the Town Manager to address comments received from the Board on April 3. A redlined version of this draft ordinance is included with the agenda along with a memo that summarizes the changes made. If the Board is ready to warn a public hearing on the ordinance the following motion is suggested:

***MOVE to warn a public hearing on the Keeping of Chickens Ordinance.***

10. Public Hearing- Sewer Allocation Ordinance (Attachment A) - A public hearing is scheduled for 8:00 PM to receive comment on the proposed amendment to the Town Sewer Ordinance (Attachment A). A copy of the public hearing notice is included with the agenda.

**At the conclusion of the hearing, a motion to close the hearing is in order.**

11. Sewer Allocation Ordinance Amendment (Attachment A) – Please refer to the memo from Ken Belliveau distributed at the April 3<sup>rd</sup> meeting. If the Board wishes to adopt the proposed amendment to Attachment A of the Sewer Allocation Ordinance the following motion is suggested:

***MOVE to adopt the amendment to the Sewer Allocation Ordinance (Attachment A) as presented.***

12. Catamount License Agreement- Included with the agenda is a new redlined version of the draft Catamount License Agreement with the changes proposed by the Board at the April 17 meeting. This has not been shared with the other parties for review yet. Staff has prepared this draft and is looking for consensus from the Board that it can support this version before seeking agreement from the other parties involved. A memo from Erik Wells, Assistant to the Town Manager is included that summarizes these changes. A letter from the Town to resident Patrice Maloney that addresses questions raised at the last meeting is also included with the agenda.

**No formal action is required**

13. Town Manager's Report
- a) Future Issues – A summary of future issues for consideration by the Selectboard is included.
  - b) Quarterly Report- The quarterly report for Q1 of 2018 is included with the agenda for review.
  - c) Ad Hoc Energy Committee- The Planning Commission has authorized the formation of an ad hoc energy committee as enabled through the current Town Plan. The Committee will be tasked by the Planning Commission with drafting a Town Energy Plan. The Committee will report to the Planning Commission and will include input from the Town Energy Coordinator. Erik Wells, Assistant to the Manager will provide primary staff support with technical assistance from Planning Department Staff. Recruitment for this committee will begin over the next month and the work is expected to take at least 9-12 months to complete.
  - d) Community Outreach Workers- The four community outreach workers officially started serving Williston and our partner communities on April 30.
  - e) Chittenden County Public Safety Authority – The first organizational meeting of this new municipality was held recently. Richard McGuire was elected as Treasurer. We will keep the Board informed as the program develops.
  - f) Police Staffing – One new officer will be graduating from the Police Training Academy next month and will undergo our field training program starting in June. Two other officers have been hired and will be sent to the Training Academy at the earliest opportunity. This leaves one more uniformed position still open. In addition, the Administrative Assistant position will likely be filled shortly pending a background check.

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- g) New Burlington Emergency Vet facility – The groundbreaking for this new facility located on Marshall Avenue is scheduled for May 16<sup>th</sup>. The event starts at 10:30 a.m. Board members are welcome to attend.
- h) Catamount Property Management Plan – Included with the agenda packet is a copy of the draft Community Forest Management Plan. This document will be scheduled for review by the Selectboard at a later date.
- i) Chittenden Solid Waste District Budget – The budget was approved by the District on April 25<sup>th</sup>. It will be distributed to the Selectboard next week. The District would like to meet with the Board to review their budget on May 15<sup>th</sup> but that agenda is already full. They can meet on June 5<sup>th</sup> but that gives no time for the Board to consider the budget before a vote. Staff is looking for some direction on how best to approach the review process.

14. Other Business

15. Possible Executive Session- DeVita Lawsuit

For the Board to enter into executive session to discuss this item, the following motion is suggested:

***MOVE to enter into executive session under provisions of VSA Title 1 Section 313 to discuss legal strategies concerning the appeal filed by Mr. DeVita of a Development Review Board decision, where premature knowledge would place the Town at a substantial disadvantage and to invite Mr. McGuire, Mr. Wells and Mr. Belliveau to attend.***

16. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
3	Community Justice Board	6-30-18
1	First Constable (elected)	3-4-19