
Memo

DATE: November 17, 2020

TO: Selectboard
FROM: Erik Wells, Town Manager
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 November 4th are now available to 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 – CVU students Chloe Silverman, Ella Bohmann and Jacob Bronner are scheduled to interview to serve on the Community Justice Center Board as youth panel members. There are openings on the Board to accommodate all three students. To appoint the students the following motion is suggested:

MOVE to appoint Chloe Silverman, Ella Bohmann and Jacob Bronner to the Community Justice Center Board to unexpired one-year terms through June 30, 2021.

5. Black Lives Matter Message Installation – The Selectboard received a request from a group of community members at the October 6th meeting to consider the installation of a Black Lives Matter message in the community. Further discussion on this request is planned for this agenda item. Included with the agenda is a copy of the request discussed at the October meeting and emails received from community members over the past month on this topic. Also included is a memo that provides an overview of a community coalition of organizations that has formed to work together to advance dialogue and education on social justice and racial equity in Williston. Staff seeks direction from the Board regarding the request for a Black Lives Matter message installation in the community, and if any additional information is sought at this time.

No formal action is required.

6. Lamplight Waterline Replacement Loan Application – Williston voters approved a \$2 million bond article for the Lamplight Waterline Replacement Project earlier this month by a 3:1 margin. The next step is applying for loan funding through the Clean Water State Revolving Fund. Through the loan application process the Town will learn the amount of subsidy that can be awarded toward this project, which could be up to \$1 million. Included with the agenda in the construction loan application for the project prepared by Aldrich & Elliot. As a reminder, the previously approved final design and engineering loan for this

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project can be rolled into this construction loan. To approve the loan application the following motion is suggested:

MOVE to approve a step three loan application to the Drinking Water State Revolving Fund for construction of the Lamplight Acres Waterline Replacement project in the amount of \$2 million.

7. Holland Lane Acceptance Preliminary Discussion – This agenda item is a continuation of discussion that began at the November 4th meeting. Please refer to a previously distributed memo from Public Works Director Bruce Hoar that provides an overview of a forthcoming decision for the Selectboard regarding the acceptance of a segment of Holland Lane in Finney Crossing as a public street, among other infrastructure in the development. As the development built out the alignment of Holland Lane shifted and the proposed public segment of the roadway has increased in scope. Included with the agenda is map that illustrates the proposed public and private sections of roadway (the yellow highlighting is public and purple is private). Staff seeks feedback from the Board on accepting the segment of Holland Lane as a public road under the current proposed structure.

No formal action is required at this time

8. Winter Operations During COVID Update – Please refer to a memo from Public Works Director Bruce Hoar included in the agenda that provides an overview of the concerns for winter operations staffing in the current COVID-19 environment we are faced with. Public outreach will begin on this topic later this week. This briefing on the topic is planned to inform the Selectboard of these challenges and to provide an opportunity to ask Bruce questions on winter operations as we enter the season of snow and ice.

No formal action is required

9. Comprehensive Plan Progress Report – Planning Director Matt Boulanger will join the meeting to provide the Selectboard with a progress report and timeline for the next Town Comprehensive Plan update to be completed in 2025. Although a few years away the work is already beginning on this extensive task which is a multi-year endeavor to complete.

No formal action is required

10. Retail Cannabis Zoning Regulations – Legislation establishing a retail cannabis marketplace in Vermont starting in the year 2022 recently became law. Town staff have begun reviewing the law as passed and the potential impacts for Williston. Planning Director Matt Boulanger has identified areas for further policy discussion in the coming year, and will join the meeting to continue the discussion on this topic that began on October 20th. Included with the agenda is a memo from Matt outlining policy areas for the Selectboard to be aware of. An approach in working through this policy item for the Board to consider is to provide the Planning Commission with direction for outcomes sought in development bylaw revisions, and task the commission with working through the technical components

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to bring the revision forward to the Board. It is anticipated this agenda item may require a series of discussions for the Selectboard.

No formal action is required at this time, staff seeks direction from the Board on next steps to take in this policy dialogue.

11. Town Manager's Report

- a) Future Issues – A summary of future issues for consideration by the Selectboard is included.
- b) FY 2022 Budget – Staff will be finalizing the draft operating and capital budgets for distribution by the end of November. The Selectboard meeting schedule for budget review is included with the agenda.
- c) COVID-19 Operations – The current rise in COVID-19 cases statewide is being monitored closely. The health and safety of Town staff, and continuing to provide public services in this environment remain the top priority. On Friday, November 13th Governor Scott issued an executive order with operational restrictions that will alter town operations. Included with the agenda is a memo detailing the steps the Town will be taking to modify operations beginning the week of November 16th.
- d) Holiday Lights Contest – Williston Recreation will be sponsoring a holiday lights contest for the community to participate in. More information will be forthcoming.

12. Other Business

13. 2021 Union Contracts (Possible Executive Session) – Staff recommends the Board enter executive session to discuss negotiating strategy for fire and police union contracts that expire in calendar year 2021. It is suggested that Finance/HR Director Shirley Goodell-Lackey is invited to join. To enter executive session the following two motions are suggested:

MOVE to find that premature general public knowledge regarding union contract negotiations would clearly place the town at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses contract terms in public.

MOVE that we enter into executive session to discuss the town's forthcoming fire and police union contract negotiations under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes and invite Town Manager Erik Wells and Finance & Human Resources Director Shirley Goodell-Lackey to join.

November 17, 202014. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
5	Old Brick Church Trustee	6-30-25
2	Regional Planning Commission	6-30-22
5	Cemetery Commission	6-30-25