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# Memo

DATE: November 4, 2020

TO: Selectboard  
FROM: Erik Wells, Town Manager  
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 meetings held on October 20 and October 26, 2020 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. Regional Dispatch Capital Cost Share – The Chittenden County Public Safety Authority (CCPSA) Board is continuing conversation on how to stand up a regional dispatching operation for emergency services. Included with the agenda is a memo that outlines the decisions for the Town to consider now and moving forward. The next CCPSA Board meeting is on November 9<sup>th</sup> and each member municipality has been asked to provide an update on their level of participation for capital upfit costs for the facility in FY 22. Chief Foley and Chief Collette will join the meeting remotely to answer any questions the Board has on dispatch operations. Staff seeks consensus from the Board on any level of participation the Town is willing to commit to at this juncture if the Board wishes to provide that guidance at this time.

***No formal action is required, but feedback from the Board to assist with future planning and budgeting is requested from staff to update the CCPSA Board on Williston's position.***

5. Errors and Omissions 2020 – Please refer to the list of recommended changes to the 2020 Grand List as approved by the Board of Listers. The Selectboard is authorized to approve the changes before December 31, 2020, in accordance with 23 V.S.A. § 4261. State law provides that, "When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers with approval of the Selectboard, before December 31, may supply such omissions or correct such errors..." Town Assessor Bill Hinman will join the meeting remotely to answer questions. To approve the recommended changes to the Grand List, the following motion is suggested:

***MOVE to approve the corrections to the 2020 Grand List, as proposed by the Listers.***

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6. Grand List Potential COVID Impacts – Town Assessor Bill Hinman will discuss potential impacts to the 2021 Grand List from COVID-19 as a result of future commercial property valuations. This discussion is intended to serve as a preliminary overview at the onset of the FY 22 budget process.

***No formal action is required***

7. Emerald Ash Borer Update – The Emerald Ash Borer (EAB), an invasive insect that feeds on ash trees causing their death, has been found in the Town of Richmond. The EAB has been present in Vermont for a couple years, and in anticipation of it reaching Williston the Town has taken some mitigation measures to date by removing ash trees in the right of way, and treating others. Now that the EAB is one Town away it is likely a matter of when and not if it will come to Williston. Included with the agenda are memos that outline the potential impacts of the EAB on Town facilities included roads, conversation areas and town parks. Also included are fact sheets about the EAB and steps for municipalities to take from the State of Vermont.

Public Works Director Bruce Hoar will join the meeting to discuss preemptive steps Public Works can take to remove ash trees at a greater frequency this fall and winter in commercial and residential areas. To move forward with removal from the right of way staff seeks consensus from the Board to proceed with the understanding that replanting trees would take a period of time. The Town is planning to submit a grant application for financial assistance to perform this work. For ash trees in the residential right of way, a public hearing is no longer required to remove trees that may become infested by a pest like the EAB (effective November 1<sup>st</sup>).

***No formal action is required, but staff seeks consensus from the Board to proceed with ash tree removal in the Town right of way.***

8. Holland Lane Acceptance Preliminary Discussion – A memo from Public Works Director Bruce Hoar is included with the agenda 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. Staff seeks feedback from the Board on accepting the segment of Holland Lane as a public road under the current structure.

***No formal action is required at this time***

9. Health Insurance Plan Renewal (2021) – Staff recommends continuing with the group MVP Healthcare Gold 3 HDHP plan for eligible employees for the 2021 plan year. Police union employees under contract have the ability to select any plan on the exchange to enroll and are provided a fixed contribution from the Town based on the MVP Gold 3 plan baseline. Included with the agenda is a memo that outlines the plan cost for the year 2021. To authorize the insurance plan the following motion is suggested:

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***MOVE to offer the MVP Healthcare Gold 3 HDHP plan to eligible employees for calendar year 2021.***

10. Town Manager's Report

- a) Future Issues – A summary of future issues for consideration by the Selectboard is included.
- a) Finance Report – The finance report for the month of September will be distributed prior to the meeting.
- b) Legal Issues Report – A summary of legal issues is included for review.
- c) Personnel – Kristin D'Agostino has been hired as the Program Services Librarian and will begin in early December.
- d) Winter Operations 2020-2021 – Public Works is preparing for the winter operations season, and the current environment with COVID-19 adds additional potential challenges. The public may not receive the level of service they are accustomed to in the event of illness in the highway department from COVID or another ailment this winter. Discussion on this topic will be scheduled for a future meeting.
- e) The Town was informed by VTrans that it will be receiving an additional \$43,000 in local highway aid for FY 21 based on its class 2 highway mileage. Once received these funds will be revenue to the general fund. This added funding assist the Town is addressing the current operating deficit.
- f) Community Outreach Program FY 20 Report – Included is the FY 20 annual report for the community outreach program from Howard Mental Health Services. This continues to be a very successful program for the Town.

12. Other Business

13. Trader Lane Project Update (Possible Executive Session) – Staff recommends the Board enter executive session to discuss terms of a memorandum of understanding to establish a cost sharing relationship with private entities in the construction of Trader Lane and invite the Town Manager, Planning Director and Public Works Director to join. To enter executive session the following two motions are suggested:

***MOVE to find that premature general public knowledge regarding the town's potential contract to share costs with private entities to construct Trader Lane would clearly place the town at a substantial disadvantage, because the Selectboard risks disclosing its negotiation strategy if it discusses the proposed contract terms in public.***

***MOVE that we enter into executive session to discuss the town's contract with private sector partners under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes and invite Town Manager Erik Wells, Planning Director Matt Boulanger and Public Works Director Bruce Hoar to join.***

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14. Adjournment

**Please note the current vacancies exist on Town Boards:**

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