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# Memo

Date: October 19, 2015

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 October 5, 2015 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. Interview/Appointment – Development Review Board – Two applications from individuals interested in serving on the Development Review Board have been recently received. Both candidates will be in attendance Monday evening for an interview. Should the Board wish to make an appointment, the following resolution is suggested:

***MOVE to appoint Clair Forbes/David Saladino to the Development Review Board for a term ending June 30, 2016.***

5. Clean Water Advisory Committee – The Chittenden County Regional Planning Commission has recently created a Clean Water Advisory Committee (CWAC). Please refer to the email dated September 29, 2015 from Charles Baker. They are now looking for representatives to serve on this Committee. Staff recommends that James Sherrard be appointed as the representative with Bruce Hoar as the alternate. The following motion is suggested:

***MOVE to appoint James Sherrard as Williston's representative to the Clean Water Advisory Committee and Bruce Hoar as the alternate for a term ending June 30, 2017.***

6. Housing Trust Fund Task Force Appointments – As you know, the Board recently adopted a charge to form a new Task Force. Former members of the Affordable Housing Task Force were polled to determine their interest in serving on the Trust Fund Task Force. The following members have agreed to participate: Kenn Sassorossi, Scott Rieley, Debbie Ingram, Jeff Fehrs and Charlie Magill. Other members are being solicited and will be presented to the Selectboard for consideration as they are received. It is recommended the Board consider

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appointing those individuals who have already expressed an interest. Assuming the Board agrees, the following motion is suggested:

***MOVE to appoint Kenn Sassorossi, Scott Rieley, Debbie Ingram, Jeff Fehrs, and Charlie Magill to the Housing Trust Fund Task Force.***

7. Agreement between the Town and Police Union – The health insurance plan currently offered to the Police union members will no longer be available after December 31, 2015. The existing Police Contract that was negotiated in 2014 and runs through June 30, 2017 included a provision to re-open the Health Insurance section of the contract in the event changes to the Town's health insurance plan were required. In anticipation of this, discussions with representatives of the Police union were initiated. A tentative agreement was reached. The proposed changes are included with the agenda packet. These proposed changes are consistent with the recently approved Fire union contract. Staff recommends the Board approve the proposed amendments to the Agreement. The following resolution is offered in the event the Board agrees with this recommendation:

***MOVE to authorize the Manager to sign an amendment to the Agreement between the Town and the New England Police Benevolent Association concerning the health insurance plan.***

8. Health Insurance Program Renewal – The health insurance plan currently offered to all union and non-union full-time employees will no longer be available starting January 1, 2016. In anticipation of this change, staff has had a series of meetings with Blue Cross representatives to review the various options for a new plan. All Town employees were invited to participate in these meetings and video recordings to the meetings were made available to those employees unable to attend the meetings. Based on this information, staff recommends the Town adopt the Blue Rewards Gold Consumer-Directed Health Plan (CDHP).

Please refer to the memo dated October 14, 2015 from Susan Lamb. The current plan is a high deductible plan with a deductible for employees of \$4,000 for families and \$2,000 for those with single coverage. The proposed plan has a deductible of \$5,000 for families and \$2,500 for individuals. As part of the Town's proposed program the Town will establish a health reimbursement arrangement (HRA) for each non-union employee and provide an allowance of \$4,250 for families and \$2,125 for individuals. This means that employees out of pocket exposure will remain about the same. To offset the increase in costs associated with this higher contribution, the town will no longer contribute to a health savings account (HSA) for non-union employees but rather use an HRA. A HRA is less expensive than an HSA because unused funds each year are returned to the Town which is not the

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case with an HSA. Should the Board wish to adopt this new plan as recommended, the following resolution is suggested:

***MOVE to authorize the Manager to sign an Agreement with Vermont Blue Cross Blue Shield to provide the Blue Rewards Gold Consumer-Directed Health Plan to eligible employees effective January 1, 2016.***

9. Regional Planning Annual Report – Mr. Charlie Baker, Executive Director of the Chittenden County Regional Planning Commission will be present Monday evening to discuss a range of issues involving Commission activities. **No formal action is anticipated.**
10. Town Manager's Report
  - a) Future Issues List – Included is a list of pending policy issues.
  - b) ICMA Conference – The annual conference this year is scheduled for September 27<sup>th</sup> through September 30. The location of this year's conference is Seattle, Washington. A report on the conference will be prepared for the next Board meeting.
  - c) Moreau Retirement – Included with this report is a letter from Paul Stabler, Chairman of the Chittenden Solid Waste District concerning the planned retirement of Tom Moreau, General Manager.
  - d) Speed Limit Request – Included is a letter dated October 6, 2015 from Amy Gamble, Traffic Operations Engineer for Vtrans, concerning the Town's request to lower the speed limit on a section of Route 2A. Using the standard approach for analyzing speed limits, she is recommending no change in the speed limit. Final authority for this decision rests with the Vermont Traffic Committee. Should the Board wish staff to pursue this further, please advise.
  - e) Personnel Matters – The resignation of Marilla (Millie) Whitcomb as the Administrative Assistant to the Police Chief was recently received. She worked for the Town for the past 8 years.
11. Other Business
12. Stormwater Fees – A meeting was recently held with representatives from the Vermont Agency of Transportation (VTrans) and Department of Environmental Conservation concerning the non-payment of stormwater fees by VTrans. They are proposing a possible settlement for the short-term while pursuing legislation that might provide financial incentives for stormwater utilities. It is suggested the Board discuss a potential settlement offer and legal strategies. It is further suggested the

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Board go into Executive Session prior to discussing its legal strategies. The following motion is therefore offered:

***MOVE to go into Executive Session and invite the Manager to attend in order to discuss a legal strategy and possible settlement of a civil action taken by the Town against the State of Vermont for failure to pay the Town’s stormwater fees and that premature knowledge would place the Town at a substantial disadvantage.***

- 13. North Country Sportsmens Club vs. Williston (124-8-14) – The court recently issued a decision concerning this case overturning the DRB’s requirement that the fill previously deposited on the Gun Club site be removed and replaced with cleaner fill. The Board will need to determine if an appeal of this decision makes sense.

***MOVE to go into Executive Session and invite the Manager to attend in order to discuss a legal strategy and possible appeal of a court decision overturning an action by the Development Review Board. The Board finds that premature knowledge would place the Town at a substantial disadvantage.***

- 14. Adjournment

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

Term Length	Vacancies	Term Expires
5 yr.	Cemetery Commission	2019
4 yr.	Conservation Commission	2015
3 yr.	Development Review Board	2016

Selectboard Goals for 2011 - 2012

- Create a sustainable budget;
- Utilize different forms of communication in order to increase or facilitate greater public input/information;
- Consider affordability for the individual and community in each decision;
- Complete an assessment of the Town’s demographics and study the changing needs and needs not being addressed;
- Adopt and implement the Town Plan and report progress in accomplishing the goals outlined in the plan; and
- Reach a decision on the town’s storm water management policy.