
Memo

DATE: October 4, 2022

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 – The minutes from the meeting held September 20th is 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 – Sara Fitts-Pratt is scheduled to interview for an open position on the Old Brick Church Trustees. Included with the agenda materials is Sara's application. There are currently two open positions on the Trustees and no additional applications have been received to date. Should the Board wish to appoint Sara the following motion is suggested:

MOVE to appoint Sara Fitts-Pratt to the Old Brick Church Trustees for an unexpired five-year term through June 30, 2025.

5. Town Value Statements – Community Justice Center Director Cristalee McSweeney will join the meeting to provide an overview of revised draft Town value statements addressing diversity, equity, inclusion and anti-racism prepared by a group of community volunteers. The Selectboard received an initial presentation at its August 23rd meeting and provided feedback to the group to inform the further revisions. Staff seeks feedback on the revised statements and if there are any additional changes the Selectboard would like to make. With consensus from the Board on these statements staff will include them in a new Town Values Policy for consideration at a future meeting.

No formal action is required, but staff seeks consensus from the Board on the language in the value statements under consideration.

6. CSWD MRF November Bond Vote Overview – The Chittenden Solid Waste District (CSWD) is holding a special meeting on November 8th for voters in member municipalities to consider a \$22 million bond question to finance a new Materials Recovery Facility (MRF) to be located on Redmond Road. CSWD Executive Director Sarah Reeves will join the meeting to provide the Selectboard and the public with an overview of the bond article and the project. Included with the agenda is a copy of the presentation Sarah will provide and a project fact sheet. Kelton Bogasky the Town's CSWD Representative also plans to be in attendance.

No formal action is required.

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7. Public Hearing: Development Bylaw Amendment, Form Based Code Overlay District in Taft Corners and Townwide Official Map – A second public hearing is scheduled for 8 PM to receive comment on a revised Unified Development Bylaw Amendment that would establish a form-based code overlay district in Taft Corners and a townwide official map. The public hearing draft under consideration is reflective of substantive changes the Selectboard made to the bylaw amendment transmitted by the Planning Commission in April 2022. Included with the agenda is the public hearing notice and a memo from Planning Director Matt Boulanger that outlines the substantive changes in this hearing draft and process considerations at this juncture. Also included is a letter from the Planning Commission to the Selectboard and public comments received via email as of September 29th. The complete text of the bylaw amendment as proposed is available on mytaftcorners.com or should a member of the Board wish to have a hard copy to review of the hearing draft staff can provide the printed document upon request. To close the public hearing the following motion is suggested:

MOVE to close the public hearing on the Development Bylaw Amendment.

8. Development Bylaw Amendment, Form Based Code Overlay District in Taft Corners and Townwide Official Map – After the closure of the public hearing the Selectboard can elect to discuss whether it would like to consider action to adopt the development bylaw amendment as presented or would like to discuss any additional changes. To adopt the development bylaw as presented at the public hearing the following motion is suggested:

MOVE to adopt the Unified Development Bylaw Amendment, establish a form-based code overlay district in Taft Corners and create a townwide official map as presented.

9. Chittenden County Multi-Jurisdictional Hazard Mitigation Plan – The Chittenden County Regional Planning Commission (CCRPC) with the aid of a consultant has developed an update to the 2017 multi-jurisdictional hazard mitigation plan for the county. Included with the agenda is a memo from Planning Director Matt Boulanger that outlines the need for this plan and what it does. The plan consists of a document for the county and a section for each community. The complete plan is over 300 pages and available with the meeting materials on the Town website. Included with the agenda both online and in hard copies is the Williston section, and an adoption resolution for consideration. To adopt the resolution the following motion is suggested:

MOVE to adopt the 2022 Chittenden County Multi-Jurisdictional Hazard Mitigation Plan resolution as presented.

10. Town Manager's Report –

- a) Future Issues – A listing of future Selectboard agenda items is included.
- b) Community Center & Library Steering Committee – The Town has received 10 applications for the four (4) remaining seats on the Community Center Scoping & Library Assessment Steering Committee. Interviews with candidates have been scheduled for the October 18 and November 1 meetings. An architectural firm has been selected for the study and will be announced after a contract is

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finalized in the coming week. It is anticipated the Committee will be able to hold a kickoff meeting in November or December before the holiday season is upon us.

- c) North Williston Road Culvert – Work was completed on Friday, September 30th on the stormwater pipe replacement that closed a section of North Williston Road over the past week. A big thanks to Public Works and contractor Dirt Tech for the completion of this repair quickly after discovery.
- d) Conferences – I will be attending the VLCT Town Fair in Killington on October 6 & 7 and plan to attend the Vermont Municipal Managers’ Association Fall Conference in Middlebury on October 13 & 14.
- e) Fire Department Open House – The Williston Fire Department will be holding an open house on Saturday, October 8th from 9:30 AM to noon as a kickoff to National Fire Prevention Week. Several activities and trainings for the community are planned.
- f) Fiscal Year 2024 Budget – Town Department Heads are working on budget proposals for the Manager’s review for fiscal year 2024. A budget review schedule for the Selectboard will be shared in the coming month to consider for meetings to be held in December and January. The draft budget will be transmitted in early December.

10. Other Business

- TD Bank Resolution to name Town Manager as backup on accounts
- Special Town Meeting Warning for November 8th, change time of Public Information Hearing on November 1st to 8:15 PM from 7:30 PM due to agenda item scheduling.

11. Adjournment

Please note the current vacancies exist on Town Boards:

Term Length	Vacancies	Term Expires
n/a	Community Center / Library Assessment Steering Committee (4 Positions)	Temporary Committee
3	Historic and Architectural Advisory Committee (HAAC)	6-30-24
3	Health Officer	6-30-23
3	Energy Committee	6-30-23
3	Development Review Board	6-30-25
4	Conservation Commission	6-30-26
2	Lake Iroquois Recreation District	6-30-24

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5	Old Brick Church Trustees	6-30-27
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Future Agenda Items of Note

Note: This listing is subject to change and is not a complete listing of all possible agenda items, rather it is a highlight of some items of note. Please reference the future issues listing for additional possible agenda items tentatively planned.

Selectboard

October 18th

- Community Center / Library Study Steering Committee Interviews
- Traffic Ordinance Amendments (First reading)
- 2023 Town Health Insurance Plan

November 1st

- Community Center / Library Study Steering Committee Interviews
- Public Information Hearing – Special Town Meeting CUD Article
- Lake Iroquois Association Annual Update

Town Board & Committee Future Agenda Items of Note

This is not meant to be a comprehensive listing rather highlights items of note. For a comprehensive listing please visit the Board/Commission pages on the Town website.

Development Review Board

October 11, 2022

- DP 21-18 The Annex: The Snyder Group Inc requests a discretionary permit for Phase 1 (208 units, parking, streets, multi-use path, utilities and stormwater) of a 276 residential unit and 65 unit senior housing facility development. Located on a 54.2± acre site at the Essex Alliance Church property on Beaudry Lane and Alpine Drive, north of Knight Lane/Chelsea Place/Dunmore Road in the Taft Corners Zoning District (TCZD). Continued from July 26, 2022 and September 27, 2022.

October 25, 2022

- DP 22-01 Pre-App Trinity Baptist Church (c/o Randy Boardman) requests pre-application review to participate in Growth Management in March 2023 for their proposed residential subdivision located on a 19.6acre parcel (forms part of a larger subdivision that includes development at the school and alterations to the site plan on a 27.9acre parcel). Located at 300 Trinity Drive in the Residential Zoning District (RZD).

- DP 23-02 Pre-App Trinity Baptist Church (c/o Randy Boardman) requests pre-application review for their proposed 2-lot residential subdivision on an 8.7acre parcel to create 1 new dwelling unit located at 425 Mountain View Road in the Agricultural Rural Residential Zoning District (ARZD).

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Planning Commission

- Specific Plan Request – Glaser Property
- Village Bylaw Update

Conservation Commission

Upcoming topics

- Conservation strategies
- Catamount Community Forest Update and License Agreement

Energy Committee

- Meeting second and fourth Wednesdays of month
- Developing work plan

Catamount Community Forest:

- Determining the best use for the historic sheep barn
- Reviewing capital projects
- Reviewing current license agreement with COFC up for renewal in 2023

Recreation & Parks Committee

- Discuss representative to Community Center / Library Assessment Steering Committee

General Department Updates

The following are highlights of objectives, work, and projects underway in Town Departments.

Manager's Office

- Preparing and reviewing FY 24 capital and operating budget proposals
- Preparing outreach for November Special Town Meeting for CUD
- Developing DEI training opportunities for staff
- Reviewing quarterly report indicator metrics
- Exploring options for remote work policy

Police Department

- Ongoing emergency response and community safety service delivery
- Analyzing call for service data

Fire Department

- As of June 13th shift size is now 7 firefighters/EMTs with minimum staffing of 5. Ongoing training is taking place on Town equipment.
- Ongoing emergency response and community safety service delivery
- National Fire Prevention Week is October 9 – 15th. Open House on October 8th.

Public Works Department

- Ongoing maintenance work including roadside mowing, grader, catch basin cleaning
- Preparing for winter maintenance season

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- Highway Supervisor position has been reposted

Planning & Zoning Department

- Form-based code review with Selectboard
- Village Bylaw Amendment
- Staff support for Boards/Committees and upcoming DRB applications
- Preparing for discussion about standing up Housing Committee with Selectboard

Recreation & Parks Department

- Fall programming is underway
- Director Todd Goodwin recently attended national recreation conference
- Assistance Reviewing Community Center / Library Assessment RFQ's

Finance / Assessor / HR Department

- Preparing for fiscal year 2022 audit
- Reviewing FY 21 audit recommendations and creating implementation plan
- Reviewing tasks for PT (16 hours per week) position in budget, summer assistance hired with plan to develop tasks/schedule for ongoing PT assistance by late summer
- Working on fiscal year 2024 budget with Department Heads

Dorothy Alling Memorial Library

- Bookmobile operations are concluding
- Assistance Reviewing Community Center / Library Assessment RFQ's
- Back to school events and preparing for fall/winter programming

Town Clerk's Office

- Continue to manage all daily aspects of clerk/assistant clerk office responsibilities
- Processing passport applications by appointment
- November election early voting has begun