

**TOWN OF WILLISTON
SELECTBOARD
MINUTES OF MEETING
April 7, 2020**

APPROVED April 21, 2020

***Meeting held by teleconference.**

MEMBERS PRESENT: Terry Macaig (Chair); Joy Limoge, Ted Kenney, Gordon St. Hilaire, Jeff Fehrs.
ADMINISTRATION: Rick McGuire, Town Manager; Erik Wells, Assistant Town Manager; Shirley Goodell-Lackey, Finance Director; Bruce Hoar, Public Works Director
OTHERS PRESENT: Alan Gould, Bob Mercier, Kim Antonioli, John Adams, Tyler Dawson.

1. Call to Order

Chair Terry Macaig called the teleconference meeting to order at 7 PM. Terry Macaig, Joy Limoge, Jeff Fehrs, and Erik Wells were all physically present at the Town Hall. All other attendees were present remotely via teleconferencing.

2. Minutes

March 17, 2020

MOTION by Joy Limoge, SECOND by Ted Kenney, to approve the minutes of March 17, 2020 as presented. VOTING: unanimous (5-0); motion carried.

3. Public Comment – General Issues

There was public comment on how well town staff and the community are handling the COVID-19 pandemic.

4. Manager Recruitment Process – Municipal Resources, Inc.

The Selectboard concurred with extending the deadline for applications for the Town Manager position following an update from Alan Gould and Bob Mercier with MRI. The COVID-19 situation is having an impact on the candidate pool. The recruitment process will continue. Rick McGuire said he can be flexible and assist the town through the transition period.

6. Liquor License for special Events Series - Adams Farm Market

Kim Antonioli and John Adams with Adams Farm Market explained the family-oriented events planned for Tuesdays from May through August (food trucks, musicians, local breweries, fire trucks, police vehicles). The events will be called “Truckin’ Tuesdays” and will help support the community food shelf.

MOTION by Joy Limoge, SECOND by Ted Kenney, to approve special event permits for Four Quarters Brewing and Kraemer + Kin Brewing to participate in “Truckin’ Tuesdays” at Adams Farm Market from May 26, 2020 through August 25, 2020. VOTING: unanimous (5-0); motion carried.

7. Oak Hill Estates Request: Consecutive Water System Designation

Tyler Dawson, Oak Hill Estates Homeowners Association, explained the request for a consecutive water system agreement with the town. Public Works Director, Bruce Hoar, explained his recommendation against an agreement because the town would be responsible for the water system that is not built to town standards. There was discussion of what the agreement says regarding town responsibility for the system and potential cost burden. The consensus of the Selectboard is to have the Town Attorney contact DEC to get a clear understanding of the what it meant if the Town enters into the agreement.

MOTION by Ted Kenney, SECOND by Joy Limoge, to close the hearing. VOTING: unanimous (5-0); motion carried.

8. Dog License Late Fee Waiver

The recommendation from the Town Clerk was explained to waive the late fee for dog registrations through June 30th due to the COVID-19 pandemic.

MOTION by Ted Kenney, SECOND by Joy Limoge, to waive the late fee of \$4 for dog registration until July 1, 2020. VOTING: unanimous (5-0); motion carried.

9. Town Manager's Report

In addition to the written Manager's Report, Rick McGuire and/or Erik Wells noted:

- A weekly report is being provided on the staff response to the COVID situation. No employees have been infected with the virus to date. Staff is providing essential services and keeping safe.
- The Muddy Brook culvert project received a \$300,000 grant from VTrans. Staff is working on additional grants for the \$1.8 million project.
- Many unknowns and variables from the COVID situation are impacting cashflow. It can be assumed there will be less revenues so expenses need to be reviewed. Paving is the largest cost to the town (\$480,000 budget). Suspending the paving program or postponing some of the work are options for consideration though the Public Works Director said delaying the work will only put town roads behind in maintenance. [The Selectboard concurred with moving forward with the paving program for next fiscal year.]
- Financial Report through February 2020 – Shirley Goodell-Lackey highlighted the following due to impacts of COVID-19:
 - Sales, rooms, and meals tax receipts have exceed the budget so far but will likely be under budget for the year because of an anticipated drop in sales over the past month or so.
 - Recreation programs have been cancelled. The summer programs will operate. The town requested a discount in the building use fee from the school district because the town will not be using the buildings for three months.
 - Water hook-ons are greater than budget thanks to the hotel group mainly. Sewer allocation fees total \$311,000.

- Work on cashflow is starting. An update will be provided as more information is known. Extension of the income tax filing date to July could impact the August 15th town tax payment.

10. Other Business

None.

11. Adjournment

With no further business and without objection the meeting was adjourned at 8:45 PM.

RScty by tape: MERiordan