

**TOWN OF WILLISTON  
SELECTBOARD  
MINUTES OF MEETING  
December 11, 2018**

**DRAFT**

**MEMBERS PRESENT:** Terry Macaig (Chair); Jeff Fehrs, Joy Limoge, Theresa Zittritsch. (Ted Kenney was absent.)

**ADMINISTRATION:** Rick McGuire, Town Manager; Erik Wells, Assistant to the Town Manager; Jennifer Kennelly, Finance Director; Patrick Foley, Police Chief; Ken Morton, Fire Chief; Prescott Nadeau, Fire Department; Matt Boulanger, Planning & Zoning Director; Todd Goodwin, Recreation Director; Deb Beckett, Clerk/Treasurer;

**OTHERS PRESENT:** Don Thurston, Barb Russ, Dean Williams, Shirley Lacky, Caroline Ford, Fran Streeter, Roger Crouse, Charlie Magill, Chapin Kaynor, Dave Messier, Jason Starr (Williston Observer), Scott Moody (Channel 17).

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**1. Call to Order**

Chair, Terry Macaig, called the meeting to order at 6 PM and thanked Williston Woods for hosting the meeting at their community center.

**2. Minutes**

The December 4, 2018 minutes were not yet available.

**3. Public Comment – General Issues**

There were no comments from the public at this time.

**4. Budget Review FY2020**

Department Heads reviewed increases and decreases in their respective budgets for FY2020. Capital items, equipment replacement, and future needs were also discussed.

*Cemetery*

Don Thurston highlighted:

- A five year plan for expansion of the Deerview Cemetery is needed (road, waterline, plot layout). Funding for this is not included in the FY2020 budget.
- Maple tree replacement, waterline, and more fencing (\$3,200) in Deerview is proposed.
- Chittenden Cemetery road markers will be done.
- East Cemetery shed needs replacement (possible Eagle Scout project).
- The budget is balanced. Budget request this year is \$28,500.
- The cemetery sexton will be retiring soon. A replacement will be needed.

*Clerk/Treasurer/Elections*

Deb Beckett highlighted:

- Clerk and Treasurer will be separated in the budget if the change to appointed versus elected positions is approved by the voters.
- Passport processing is a tremendous revenue source for the town and will continue.
- Interest revenue is under the Treasurer position.
- There are no elections this budget year.

#### *Parks/Recreation*

Todd Goodwin highlighted:

- Rec Program Coordinator has been hired.
- “Program Grants” has been renamed to “Community Partnerships” to more accurately reflect the program.

#### *Planning & Zoning*

Matt Boulanger highlighted:

- Funding in Training and Conferences was increased to cover staff and volunteer board members.
- Funds for training in Conservation were increased. The training is open to community members.
- The budget amount for equipment, mileage, and office supplies reflects what is happening in practice.
- Capital projects relate to Catamount (trails and forest) and the boardwalk over Allen Brook.

#### *Police*

Chief Foley highlighted:

- Vacancies in the department are still being filled including officers, investigative, and administrative staff.
- Social media is being used to learn about neighborhood concerns.
- The increase in salaries and overtime is due to fully funding positions in the department.
- Vehicle expenses cover another cruiser and equipment.
- Fuel shows an increase because there are more officers on the road.
- The funding in the awards program is increased to recognize the service of members.
- Equipment includes a new server, another speed trailer, and an automatic fingerprinting identification system (the existing machine is failing).

#### *Fire/EMS*

Chief Morton highlighted:

- A full time Fire Marshall/Assistant Fire Chief mid-management position is needed in the department to ensure adequate coverage and address upcoming retirements.
- The bond is for the fire truck replacement strategy that includes a Quint fire truck and pumper.

- The budget shows an increase in funding for training and equipment maintenance.
- Recruitment is up slightly.
- The entryway to the fire station needs to be upgraded. Money is put in reserve for an upgrade to the annex and office space.
- The boiler needs replacing.

*Outside Services*

Chapin Kaynor reported Green Mountain Transit is proposing at least a 3% increase for service to the town.

**5. Manager's Report**

No report.

**6. Other Business**

None.

**7. Adjournment**

With no further business and without objection the meeting was adjourned at 8:57 PM.

*RScty by tape: MERiordan*