

**TOWN OF WILLISTON  
SELECTBOARD  
MINUTES OF MEETING  
December 18, 2018**

**DRAFT**

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

**ADMINISTRATION:** Rick McGuire, Town Manager; Erik Wells, Assistant to the Town Manager; Jennifer Kennelly, Finance Director; Bruce Hoar, Public Works Director; Marti Fiske, Library Director; Matt Boulanger, Planning & Zoning Director; Melinda Scott, Senior Planner.

**OTHERS PRESENT:** Patricia Elias, Philip Provencher, Florence Provencher, David Todd, Reed Carr, Diane Downer, Ann Cousins, Barry Cousins, Barbara Mieder, Karla Karstens, Kathy Deluca, Nick Warner, Jon Nittler, Lauren Chicote, 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 7 PM.

**2. Minutes**

*December 4, 2018*

**MOTION by Ted Kenney, SECOND by Jeff Fehrs, to approve the December 4, 2018 minutes with correction to the tax rate information to say “per \$100 in value” rather than “per \$100,000 in value”. VOTING: 3 ayes, one abstention (Theresa Zittritsch); motion carried.**

*December 11, 2018*

The December 11, 2018 minutes were not yet available.

**3. Public Comment – General Issues**

There were no comments from the public at this time.

**4. Jacob Property Transfer – Winooski Valley Park District (WVPD)**

Melinda Scott stated the Conservation Commission supports the property transfer. The site fits the mission of WVPD for conservation and recreation.

**MOTION by Jeff Fehrs, SECOND by Theresa Zittritsch, to schedule a public hearing to receive comment on the proposed land transfer of the former Jacob parcel to WVPD. VOTING: unanimous (4-0); motion carried.**

**5. WVPD Budget**

Nick Warner, WVPD Director, noted the budget supports three salaried employees, increased programing, and seasonal workers. Every line item except salaries has decreased. Fee for service work has been expanded.

Rick McGuire pointed out the WVPD budget assumes no change in the distribution of cost to member towns. Nick Warner said the WVPD board has discussed the issue and has not yet been able to develop a formula. Ted Kenney stressed the matter needs to be addressed at the risk of losing the relationship with Williston.

#### **5. Sidewalk Winter Maintenance Requests**

Bruce Hoar, Public Works Director, reported there have been four requests for sidewalk plowing, but only one sidewalk meets the criteria for inclusion in the winter maintenance plan.

There was public comment in support of plowing the sidewalk in The Hamlet and being able to request plowing of sidewalks in other parts of town. The Selectboard agreed to look at the policy and cost to plow additional sidewalks at a future meeting.

**MOTION by Ted Kenney, SECOND by Theresa Zittritsch, to amend the Sidewalk Winter Maintenance Policy to include the section of sidewalk on Stillwater Lane between Zephyr Road and Talcott Road.**

#### **DISCUSSION:**

- There was discussion of including the other requests though not all criteria were met.

**VOTING: unanimous (4-0); motion carried.**

#### **6. Bylaw Amendment (Growth Management)**

Matt Boulanger, Planning & Zoning Director, reviewed the proposed amendment to add a non-retail financial services use to the Industrial West zone and exempt affordable housing units targeted for 80% of the median income level or below. There was discussion of the scoring and sewer allocation for projects.

**MOTION by Ted Kenney, SECOND by Theresa Zittritsch, to schedule a public hearing to receive comment on the proposed amendments to the Town of Williston Unified Development Bylaw, Chapters 11 and 36. VOTING: unanimous (4-0); motion carried.**

#### **7. FY2020 Budget Review**

##### *Library*

Marti Fiske highlighted:

- The major increase in the budget is salaries to cover increase in hours to full time for the substitute librarian and \$1 per hour pay raise for staff.
- Training funds will cover the cost for staff to attend the national conference to be held in Burlington.
- Collections show an increase for digital materials.
- The budget includes money to clean the HVAC system and purchase library shelving.

*Buildings and Grounds*

Bruce Hoar highlighted:

- The budget has funding to cover expenses for the one room schoolhouse by Williston Central School and the Old Brick Church.
- Money is proposed to be set aside for replacement of the roof on the Old Brick Church.

*Public Works*

Bruce Hoar highlighted:

- Money is in the budget for retreatment/repaving including repaving portions of the pedestrian path.
- The Capital budget includes painting the steel under the Industrial Avenue Bridge and doing the Muddy Brook culvert, the parking lot behind Town Hall and minor transportation improvements such as speed humps,
- Match for the grant for intersection upgrade and a portable traffic signal are also in the Capital budget. Equipment replacement covered by the budget is per the rotation schedule.
- Public Works has one opening in the department to be filled.

*Potential Budget Changes*

The Selectboard received a handout showing potential budget changes for consideration.

**8. Manager's Report**

Jennifer Kennelly reviewed the financial report. Rick McGuire noted the number of candidates for the Finance Director position is being winnowed down. Interviews will begin January 11, 2019. Next meeting of the Selectboard is January 8, 2019 beginning at 6:30 PM.

**9. Other Business**

The Selectboard wished everyone a Happy New Year!

**10. Adjournment**

With no further business and without objection the meeting was adjourned at 9:38 PM.