

**TOWN OF WILLISTON
SELECTBOARD
MINUTES OF MEETING
January 8, 2019**

APPROVED 1-22-19

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; Bruce Hoar, Public Works Director; Melinda Scott, Senior Planner; Ken Morton, Fire Chief, Prescott Nadeau, Assistant Fire Chief.

OTHERS PRESENT: Shawn Donovan, Kate Wanner, Shirley Lackey, Jason Starr (Williston Observer), Scott Moody (Channel 17).

[Note: Minutes reflect order of published agenda.]

1. Call to Order

Chair Terry Macaig called the meeting to order at 6:30 PM.

2. Minutes

December 11, 2018

MOTION by Joy Limoge, SECOND by Theresa Zittritsch, to approve the December 11, 2018 minutes with the clarification that the Town Clerk's budget does not include funds to cover the cost of state elections. VOTING: unanimous (4-0); motion carried.

December 18, 2018

MOTION by Joy Limoge, SECOND by Theresa Zittritsch, to approve the December 18, 2018 minutes as written. VOTING: 3 ayes, one abstention (Joy Limoge); motion carried.

3. Public Comment – General Issues

There were no comments from the public at this time.

4. Sidewalk Winter Maintenance Requests

Bruce Hoar mentioned the request for winter maintenance on Wildflower Circle which does not meet all the criteria so staff is recommending not adding the street to the list at this time. The consensus of the Board was in support of this recommendation.

5. Catamount Property Update

Melinda Scott, Kate Wanner, and Shawn Donovan informed the Selectboard about subsurface contamination in an area of approximately 1,000 s.f. on the Catamount property from an underground fuel tank that was removed in 2017. The risk is low to the public and to the environment, and wells will continue to be monitored until levels subside. The contaminated area (.08 acre) will be excluded from the conservation

easement. The plan is for staff to apply for enrollment in the Brownfields Reuse and Environmental Liability Limitation Program (BRELLA) which will limit the Town's liability and provide funding for an on-going monitoring program.

Kate Wanner reported the property appraisal exceeds \$1.6 million. The closing on the property will be 30 days after the end of the government shutdown. The Trust for Public Land is willing to bridge the gap in funds provided by the town and raised in the fundraising effort in anticipation of reimbursement from the grant.

6. Public Hearing: Charter Revisions

The public hearing on charter revisions was opened at 7:30 PM and the warning was read. Erik Wells reviewed the proposed changes. There were no comments from the public.

MOTION by Joy Limoge, SECOND by Theresa Zittritsch, to close the public hearing on proposed charter revisions. VOTING: unanimous (4-0); motion carried.

The public hearing was closed at 7:35 PM.

7. Charter Revision Change

Erik Wells explained the change to Section 14.5.A relative to a registered voter running for local office. The change will align with state statute.

Rick McGuire mentioned the need to discuss how to frame the question on the proposed charter changes (as one question or as separate items).

MOTION by Joy Limoge, SECOND by Theresa Zittritsch, to revise the charter proposal as suggested by staff and direct staff to file an amended copy of the charter proposal with the Town Clerk. VOTING: unanimous (4-0); motion carried.

8. Public Hearing: FY2020 Budget

The public hearing on the proposed FY2020 budget was opened at 8:15 PM and the warning was read. There were no comments from the public.

MOTION by Joy Limoge, SECOND by Theresa Zittritsch, to close the public hearing on the proposed FY2020 budget. VOTING: unanimous (4-0); motion carried.

9. FY2020 Budget Review

Administration

Jennifer Kennelly highlighted:

- Selectboard wages show an increase as does regular expenses to cover the CCTV increase.
- Manager and staff salaries show a cost of living increase.
- Office supplies are increased for video equipment.
- Utilities are decreased due to the solar panels.

- Discretionary wages are decreased because the union contracts are in place.
- The budget includes money to cover audit costs.
- The budget includes funding for computer and IT service.
- Legal services show a decrease.

Regional Services & Transportation

Jennifer Kennelly highlighted:

- The budget shows a decrease for Lake Iroquois.
- The annual town clock lease is in the budget.
- An increase for Green Mountain Transit is in the budget.
- Employee health and safety program shows an increase.

Prescott Nadeau spoke of the health and wellness policy benefitting employees and the town.

Capital items include an increase in the amount for the Building Contingency Fund and money for an electric vehicle charge station. Upcoming in 2021 is the Town Hall file server, software replacement, and Town Hall Annex security upgrades.

Water, Sewer, Storm Water Fund

Bruce Hoar highlighted:

- Water rates are steady. There will be a 3% increase due to increase in the wholesale rate. The basic user charge shows a cost of living increase. There is an increase in the budget for hydrant maintenance.
- Sewer has a \$3 million fund balance and some is used to keep sewer rates down. There will be a rate increase of 5% due to the increase in treatment costs.
- Capital items for water and sewer include meter system upgrade, pickup truck replacement per the schedule, backhoe replacement per the schedule, Oak Hill generator, study of water system risk, hydrant replacement, additional sewer capacity, pump station upgrades, admission upgrades to the monitoring system for pump stations.
- Stormwater rates do not show an increase. Loans for storm water systems are being repaid. A state utility incentive grant of \$25,000 is anticipated. Capital items include a phosphorus control plan, watershed improvements, and storm water loans to neighborhoods.

Fire Dept.

There was discussion of the increase in fire department costs and decrease in fire department need. The cost increase appears to be driven by ambulance calls. Data on usage of the fire department and fire department people is needed.

10. Manager's Report

Rick McGuire reported:

- A site visit to 291 Hurricane Lane is scheduled on 1/14/19.
- Budget discussion meeting is 1/15/19.

- Suggestions for the annual report dedication should be submitted to the Town Manager.
- Photos for the annual report can be submitted to the Town Clerk.
- Legislative breakfast suggested date is 2/11/19.
- Volunteers are needed for the subcommittee on format and structure of the substance abuse forum.

11. Other Business

Terry Macaig will draft the report from the Selectboard for the annual report.

12. Adjournment

With no further business and without objection the meeting was adjourned at 9:30 PM.

RScty by tape: MERiordan