

**TOWN OF WILLISTON  
SELECTBOARD  
MINUTES OF MEETING  
June 20, 2017**

**APPROVED – July 11, 2017**

- MEMBERS PRESENT:** Jeff Fehrs, Ted Kenney, Joy Limoge, Theresa Zittritsch.  
(Terry Macaig was absent.)
- ADMINISTRATION:** Rick McGuire, Town Manager; Jennifer Kennelly, Director of Finance Director; Ken Belliveau, Planning Director; Matt Boulanger, Senior Planner; Melinda Scott, Conservation Planner.
- OTHERS PRESENT:** Patrice Maloney, Terry Marron, James Diaz, Donna Roeser, Barbara Evans, Stephen Page, Ben Norris, Kenn Sassorossi, Charlie McGill, Jim McCullough, Briant Howell, Kort Longenbach, Jake Mathon, Megan Cope, Ben King, Jason Starr (Williston Observer), Scott Moody (Channel 17).
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[Note: Minutes reflect the order of the published agenda.]

**1. Call to Order**

In the absence of Chairman Terry Macaig, Vice Chair Jeff Fehrs called the meeting to order at 7 PM.

**2. Minutes**

*June 6, 2017*

**MOTION by Ted Kenney, SECOND by Joy Limoge, to approve the minutes of June 6, 2017. VOTING: prior to the vote the motion was withdrawn and the minutes tabled until the next meeting to allow review of the document.**

**3. Public Comment – General Issues**

None.

**4. Board Interviews/Appointments**

Melinda Scott, Conservation Planner, reported there were 14 applicants for the Catamount Community Forest Study Committee. The Conservation Commission is recommending Chittenden County Forester, Ethan Tapper, serve as a voting member on the committee and the Catamount Outdoor Family Center have voting membership as well. If both cannot be voting members, then the Catamount Outdoor Family Center should be a voting member and Ethan Tapper should be an advisor. The committee is advisory and will be making recommendations to the Selectboard. The community forest plan document will be available to the public.

The Selectboard interviewed James Diaz, Barbara Evans, Patrice Maloney, Terry Marron, Ben Norris, Steve Page, Kort Longenbach for the committee. The interviews were recessed and then resumed after the public hearing on the Housing Trust Fund Ordinance.

The Selectboard discussed changing the policy to increase the number of committee members.

**MOTION by Ted Kenney, SECOND by Joy Limoge, to appoint the following individuals to the Catamount Community Forest Study Committee:**

- **Mike Clauss**
- **Anthony Jordick**
- **Benjamin King**
- **Rita Dessau**

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

**MOTION by Theresa Zittritsch, SECOND by Ted Kenney, to appoint the following individuals to the Catamount Community Forest Study Committee:**

- **James Diaz**
- **Barb Evans**
- **Patrice Maloney**
- **Terry Marron**
- **Ben Norris**
- **Steve Page**

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

The Selectboard will consider a change to the Committee Charge concerning the number of members, at the next meeting and consider making additional appointments.

##### **5. Public Hearing: Housing Trust Fund Ordinance**

The public hearing was opened at 7:35 PM and the warning was read. Rick McGuire noted the ordinance is a mechanism for establishing a housing trust fund.

##### *COMMENTS*

The following comments were made:

- An email was received from Ann Larsen, dated June 18, 2017, in opposition to the ordinance.
- There is need for affordable housing in Williston. The ordinance creates a vehicle to allow the town to take advantage of opportunities to stimulate affordable housing so people of all income levels can live in the town.
- Housing in Vermont, especially Chittenden County, is expensive and typically costing over 30% of income.
- There are incentives built into the town's growth management system and reserved allocation for affordable housing so developers are beginning to commit.
- The town has not been very successful in creating affordable housing for lower income earners.
- The ordinance outlines the rules and a committee will oversee use of the fund. The Selectboard will also have a role.

There were no further comments.

**MOTION by Ted Kenney, SECOND by Joy Limoge, to close the public hearing on the Housing Trust Fund Ordinance. VOTING: unanimous (4-0); motion carried.**

The public hearing was closed at 8 PM.

**6. Transfer of Agricultural Protection Restrictions – Mahan Farm**

Melinda Scott, Conservation Planner, explained the planned extension of the Allen Brook nature trail cannot move forward currently because the land through which the trail is proposed to pass is protected by Act 250 as prime agricultural land. The proposal is to request a transfer of these restrictions onto the Mahan Farm parcel.

**MOTION by Ted Kenney, SECOND by Joy Limoge, to authorize the transfer of the perpetual protection of agricultural uses and accompanying restrictions from a parcel adjacent to the Keystone subdivision formerly owned by Al Senecal to the Mahan Farm parcel south of Route 2. VOTING: unanimous (4-0); motion carried.**

**7. Comprehensive Plan Review**

Planning Director, Ken Belliveau, and members of the Planning Commission, Megan Cope, Ben King, and Jake Mathon were present. Ken Belliveau reviewed the Land Use chapter which brings together the aspects of the plan into the Land Use Map. The Land Use chapter covers the pace of growth, where growth and development occurs, and conserving the countryside as open space and working landscape. The following was discussed:

- The boundaries of the state designated growth center is for 20 years. The town is due for the second 5-year review of the growth center this fall. There has been no discussion of changing the growth center.
- Benefits of a designated growth center include mitigation for loss of prime ag soils in the growth center being handled differently by the state and Act 250, and the town gets points for grants for housing.
- A new gateway district was created on Williston Road just outside the growth center. No development has yet occurred there.
- The town's development bylaws have some elements of a form-based code, but it is mainly a Euclidean-based code. Form-based code focuses on the size, bulk, location of a building on a lot, and how that building interacts with the street.
- Potential changes to the Land Use section include dealing with properties within the 150' watershed protection buffer, identifying a form-based code village master plan, and uses in the Industrial Zoning District West.

The Selectboard will forward questions or comments on the comprehensive plan to the Planning Commission.

**8. Set Municipal Tax Rate**

Jennifer Kennelly, Finance Director, reported due to growth in the Grand List the budget that was approved can be supported with no increase in the tax rate from the current fiscal year.

**MOTION by Ted Kenney, SECOND by Joy Limoge, to set the municipal tax rate at \$.265 for fiscal year 2018. VOTING: unanimous (4-0); motion carried.**

**9. Sewer Allocation Rate**

Rick McGuire noted the recommended rate is the amount the town pays to Essex Junction for the purchase of sewer capacity.

**MOTION by Theresa Zittritsch, SECOND by Ted Kenney, to set the sewer allocation charge at \$10/gallon effective July 1, 2017. VOTING: unanimous (4-0); motion carried.**

**10. Storm Water Fee**

Rick McGuire reported staff is recommending no change in the storm water fee.

**MOTION by Joy Limoge, SECOND by Ted Kenney, to set the storm water fee for fiscal year 2018 at \$4.25 per month, per equivalent residential unit (ERU). VOTING: unanimous (4-0); motion carried.**

**11. Water and Sewer Connection Fees**

Rick McGuire explained 1% was added to the previous year's fee based on the a cost of living index.

**MOTION by Ted Kenney, SECOND by Joy Limoge, to set the water connection fee at \$6.72/gallon for residential and commercial accounts and \$3.36/gallon for affordable housing effective July 1, 2017. VOTING: unanimous (4-0); motion carried.**

**MOTION by Ted Kenney, SECOND by Joy Limoge, to set the sewer connection fee at \$7.63/gallon for residential and commercial accounts and \$3.84/gallon for affordable housing effective July 1, 2017. VOTING: unanimous (4-0); motion carried.**

**12. Water and Sewer Use Rates**

**MOTION by Ted Kenney, SECOND by Joy Limoge, to set the water use rate at \$4.70 per 1000 gallons effective July 1, 2017 starting with the 2<sup>nd</sup> quarter billing due December 30, 2017. VOTING: unanimous (4-0); motion carried.**

**MOTION by Ted Kenney, SECOND by Joy Limoge, to set the sewer use rate at \$6.48 per 1000 gallons effective July 1, 2017 starting with the 2<sup>nd</sup> quarter billing due December 30, 2017. VOTING: unanimous (4-0); motion carried.**

**MOTION by Ted Kenney, SECOND by Joy Limoge, to set the base user rate for water at \$5.43 per quarter, for sewer at \$14.95 per quarter, and for commercial at \$10.88 per quarter effective July 1, 2017. VOTING: unanimous (4-0); motion carried.**

**13. Ambulance Service Rates**

Rick McGuire said staff recommends no change to the ambulance rates except for an increase in the mileage rate from \$16/mile to \$17/mile.

**MOTION by Theresa Zittritsch, SECOND by Ted Kenney, to adopt the following rates for ambulance service effective July 1, 2017:**

- **Basic Life Support - \$625**
- **Advanced Life Support 1 - \$775**
- **Advanced Life Support 2 - \$1295**
- **Advanced EMT Intercept - \$175**
- **Paramedic Intercept - \$250**
- **Mileage - \$17 per mile**

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

**14. Annual Employee Wage Adjustments**

Rick McGuire said staff is recommending a 1% increase for non-union employee wages based on a cost of living index. This is also consistent with union employee wage increases. Merit increases are at the discretion of the Town Manager and at the recommendation of the department head. The amount for merit increases is already budgeted. Salary ranges for positions in the town are competitive, but an employee's value increases with longevity of employment and this is addressed with merit increases. The town is still having a challenge filling open positions.

**MOTION by Ted Kenney, SECOND by Joy Limoge, to approve the cost of living adjustment of 1% for all non-union town employees. VOTING: unanimous (4-0); motion carried.**

**15. Financial Management Questionnaire**

Rick McGuire stated each year the Town Treasurer must complete a Financial Management Questionnaire. It is requested the Selectboard acknowledge receipt of the questionnaire.

**MOTION by Joy Limoge, SECOND by Ted Kenney, to acknowledge receipt of the Financial Management Questionnaire for FY2017. VOTING: unanimous (4-0); motion carried.**

**16. Housing Trust Fund Ordinance**

**MOTION by Joy Limoge, SECOND by Ted Kenney, to adopt the Housing Trust Fund Ordinance, draft dated May 2, 2017. VOTING: unanimous (4-0); motion carried.**

**17. Town Manager's Report**

Rick McGuire reported:

- Jennifer Kennelly highlighted the following in the finance report:

- Reserve funds from last year's budget will not be used which will change the fund balance.
- Marshall Avenue Bridge repair cost the town \$108,000. The expense was unbudgeted, but will be covered by underspending in other town departments.
- Two of the three legal issues facing the town have been resolved.
- A thank you note and \$200 donation from Bill Skiff, Jr. were received for the work by the public works crew on Butternut Road.

## **18. Other Business**

### *Dog Park*

There was discussion of locating a dog park in Williston and the associated issues/concerns. At this point in time there is not overwhelming support for a dog park by the townspeople.

### *Catering Permit*

**MOTION by Ted Kenney, SECOND by Joy Limoge, to approve a catering permit for an event at the Isham Family Barn on July 1, 2017 with the caveat the event be consistent with the town noise ordinance. VOTING: unanimous (4-0); motion carried.**

## **19. Police Collective Bargaining Agreement**

Jennifer Kennelly highlighted the main changes in the agreement include the contribution by the employee toward health insurance coverage increasing effective July 1, 2018, implementing retirement plan "C" which allows for an earlier retirement age effective July 1, 2018, and adding an increase of 3% in the pay range for Sargent wages, 2% in officer wages, and a cost of living adjustment minimum of 1% and a maximum of 3%. How officers bid for shifts was also clarified.

**MOTION by Joy Limoge, SECOND by Ted Kenney, to authorize the Town Manager to sign the collective bargaining agreement with the New England Benevolent Association Local 409 for the period of July 1, 2017 through June 30, 2019.**

**DISCUSSION: Jeff Fehrs commented he would prefer not listing a minimum cost of living adjustment in the agreement.**

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

## **20. Adjournment**

With no further business and without objection the meeting was adjourned at 9:54 PM.