

**TOWN OF WILLISTON  
SELECTBOARD  
MINUTES OF MEETING  
December 15, 2014**

**DRAFT**

**MEMBERS PRESENT:** Terry Macaig (Chairman); Jeff Fehrs, Debbie Ingram; Chris Roy [arrived 7:09 PM].

**ADMINISTRATION:** Rick McGuire, Town Manager; Susan Lamb, Finance Director; Ken Morton, Fire Chief; Ken Belliveau, Planning Director; Fire Department members: Lisa Steadman, Tim Geary, Prescott Nadeau, David Auriemma; Steve Latulippe, Justice Board Director

**OTHERS PRESENT:** Bob Mitchell, Caroline Ford, Fran Streeter, Elaine Dubois, Cindy Thurston, Douglas Bouvier, Matt Sutkowski (Williston Observer), Scott Moody (Channel 17).

---

**1. Call to Order**

Chairman Terry Macaig called the meeting to order at 7 PM.

**2. Minutes**

*December 1, 2014*

**MOTION by Debbie Ingram, SECOND by Jeff Fehrs, to approve the December 1, 2014 as written. VOTING: unanimous (3-0)[Chris Roy not present for vote]; motion carried.**

**3. Public Comment**

There were no comments from the public.

**4. Committee Application/Appointment**

The Selectboard interviewed Bob Mitchell for a position on the Justice Board and Cindy Thurston for the position of Deputy Health Officer.

**MOTION by Jeff Fehrs, SECOND by Debbie Ingram, to appoint Bob Mitchell to the Justice Board for an uncompleted three year term ending June 30, 2015.**

**VOTING: unanimous (3-0)[Chris Roy not present for vote]; motion carried.**

**MOTION by Debbie Ingram, SECOND by Jeff Fehrs, acting as the local Board of Health to nominate Cindy Thurston as Deputy Health Officer. VOTING: unanimous (4-0); motion carried.**

**5. Budget Review – Fiscal Year 2016**

*Fire Department*

Fire Chief, Ken Morton, and department member, Lisa Steadman, reviewed the capital and operating budgets for the Fire Department. The following was noted:

- Capital budget items include contribution to SCBA equipment replacement, brush truck replacement, hydraulic rescue tools replacement, ambulance replacement and fire truck replacement among other items.
- The operating budget includes \$4,100 set aside for emergency preparedness (equipment, operations, training) to be used as needed.
- Revenue from the ambulances covers the extra cost of three EMS positions.
- The strategic plan reflects the increase in calls, fluid volunteer membership (lack of local people volunteering and lack of longevity of volunteers in the department), and difficulty in staffing the second ambulance and the secondary response to fire calls.
- Highlights of the operating budget include the following:
  - One additional position has been included in the budget proposed by the Town Manager. Chief Morton requested that a second new position be added so there will be three staff members on each shift. The positions will be split half time between fire and EMS.
  - Server and associated software and hardware.
  - Training and conferences.
  - Communications (radios).
  - Equipment and cost of firefighting gear.
  - Equipment maintenance.
  - Medical supplies.

Ken Morton extended thanks to the effort and dedication of the firefighters and to Rick McGuire and Susan Lamb for a good budget process. There was discussion of the request for additional personnel (cost of \$92,840 for wages and overtime for two people and \$52,628 for benefits). Ken Morton explained the policy is two person minimum staffing. Hiring back to meet the minimum means overtime pay at time and a half. With the additional position (three on shift) overtime will be eliminated so the position will actually cost \$103,000 which equates to \$9 per year per household for two positions.

#### *Planning & Zoning*

Ken Belliveau reported the proposed budget for Planning & Zoning is essentially level funded with only slight increases in some line items, such as advertising (rate for ads is increasing), GIS data and management, office computer replacement (per the schedule), summer interns, and the Environmental Reserve Fund. Increase in revenues is not proposed.

Jeff Fehrs asked if staffing costs will decrease in the Planning Office because tasks will transfer to the storm water program. Ken Belliveau stated some tasks will continue to be handled by planning staff (stream restoration, water quality sampling). Mr. Fehrs asked about the Environmental Reserve Fund and the amount needed for the long term. Ken Belliveau will ask the Conservation Commission for a response.

#### **6. Education Funding Resolution**

**MOTION by Debbie Ingram, SECOND by Chris Roy, to adopt the revised resolution for sustainable education funding as presented. VOTING: unanimous (4-0); motion carried.**

**7. Town Manager's Report**

Rick McGuire reported:

- Finance report shows the budget to be on target to date.
- The town suffered damage from the recent storm with downed trees and loss of electricity in various areas.

**8. Other Business**

None.

**9. Police Union Contract**

**MOTION by Debbie Ingram, SECOND by Chris Roy, to go into Executive Session to discuss labor relations (police union contract negotiations) where premature public knowledge would place the Town of Williston at a substantial disadvantage, and to invite the Town Manager to attend. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 8:37 PM and adjourned at 8:59 PM.

**MOTION by Debbie Ingram, SECOND by Chris Roy, to authorize the Town Manager to sign an agreement between the town and the New England Benevolent Association, Local 409. VOTING: unanimous (4-0); motion carried.**

There was brief discussion of police interactions with adults given the current focus on two deaths involving police that occurred in other parts of the country. Debbie Ingram offered her assistance in helping to craft a policy, program or community forum.

**10. Adjournment**

There was no further business before the Selectboard and the meeting was adjourned at 9:04 PM.

*RScty: M.E.Riordan*