

## Selectboard Minutes 1/21/2020

Members Present: Bard Hill, Christy Witters, David Sander, Katie Mather, Roger Brown  
Absent:

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Others Present: Josh Arneson, Town Manager; Kathy Daub-Stearns, Admin. Assist.;  
Connie Bona, Financial Dir.; Matt Leonetti; Tree Warden, and Ruth Miller was present to videotape  
the meeting for MMCTV Channel 15, also attending – Angelike Contis; MMCTV, Rick Brigham;  
Auditor Sullivan Powers, Judy Rosovsky, Elysse Parente, Shannon Dufour Martinez, Mary Houle,  
Larz Whitman, and Brad Elliott .

Called to Order: 7:10 PM

**1. Welcome** by David. No comments.

### **2. Items for Presentation or Discussion with those present**

#### **I. Additions or Deletions to Agenda**

It was discussed that due to scheduled hearings some items might need to be moved around. (Tree removal scheduled for 8PM and 7:30PM hearing for traffic ordinance.)

#### **II. Items for Presentation or Discussion with those present**

a. Angelike Contis to present proposal for internet based MMCTV Channel:

Angelike provided information about new channels coming to MMCTV that will service Jericho, Hinesburg, and Richmond. She reported that the future of MMCTV is online services and that MMCTV is financed 90% through cable-based subscriptions that are creeping downward. The good news is that there is more affordable technologies like live streaming that had been too expensive in the past. She is looking to spread information about a survey to as many people as possible. Thirty (30) people have responded to the survey so far. Having three hundred (300) respond would provide more accurate information to base decisions on. Next year MMCTV will be requesting additional funding.

b. Review of FY19 Audit with Rick Brigham from Sullivan and Powers:

Rich Brigham provided information that the audit opinion is favorable with an “unqualified opinion” which is the best opinion given and walked the Board through the report page by page. A grant management data base was recommended.

Connie stated that a “single audit report” is most likely going to be necessary in the coming year to be in compliance for the FEMA grant and Bridge St project. This type of audit is triggered by how much federal money is spent in one calendar year. Having a grant management data base is crucial to this type of audit and that once the administrative assistant is able to she will be working on creating one and keeping it up to date.

Mary Houle asked about the Community Development Loan Fund listed as \$296,298 to the Richmond Village Housing, her recollection is the number is \$300,000 why the difference? Mary also would like to see a signature, not stamp, on the Letter of Summery that shows the audit findings.

- c. Consideration of recommending Kevin Duniho to VT Department of Health as Deputy Town Health Officer:

Roger moved to have Kevin Duniho appointed as Duputy Town Health Officer, Bard seconded. All agreed.

### **III. Hearing on amending the Traffic Ordinance:**

Roger made a motion to enter into the Traffic Ordinance Hearing, Christy seconded. All agreed.

Josh read a summary of the amended Traffic Ordinance. This summary included information on how to allow for changes in parking during construction and permit parking to be in compliance with zoning. Josh reported that the Town attorney recommended that a fee be included in the ordinance for permit parking as opposed to being on the fee schedule.

There was a discussion about private citizens having sole use of Town parking spaces that included the value, 2 hr. parking enforcement and enforcement of future permitted parking. Parking fees were discussed and it was decided more research was needed before deciding the amount of the permit fee.

Mary Houle suggested that the hearing be continued. Josh thought we could get it passed before construction begins if the hearing was early Feb. Roger moved to continue the hearing to the next meeting, Christy seconded. All agreed. The next meeting is Feb. 3' 2020.

### **IV. Tree Removal Hearing**

Roger made a motion to enter into the Tree Removal Hearing, Christy seconded. All agreed.

Matt Leonetti, Tree Warden, provided information on the tree in question. According to Matt the question is whether the tree has a defined target, this tree does, the building, which creates a risk. Taking the tree down will be a \$1000 or less. His assessment is the tree should come down.

Mary Houle said that once the tree warden has determined a risk it should be taken care of and wanted to know if another tree be replacing it?

Discussion included the possibility of another tree lottery noting that the wood is pine and not hardwood so it may not be as desirable as the previous tree lottery wood.

The hearing was closed and a written decision will be coming.

### **V. Other Business**

#### **A.) Town Meeting Items:**

- a. Final review of FY21 Budget -

Josh reviewed the changes requested at the last meeting, there were no other changes. The Board accepted the FY21 Budget with typo corrections.

The Williston Observer or The Times Ink can be used instead of the Burlington Free Press for notification.

b. Follow up on Conservation Reserve Fund ballot item-

Josh reported that the Town attorney came back with two (2) Supreme Court cases. The Conservation members were disappointed but understood their request could be only one (1) year at a time.

c. Consideration of approving the Town Meeting Warning-

Bard moved to approve the Town Meeting Warning, Christy seconded. All agreed.

B.) Update on Bridge St. waterline project including Green Mountain Power's (GMP) plan for burying the power lines-

Josh provided an update on the Bridge St. & GMP plans stating that several contractors attended the pre-bid meeting and after discussion it was agreed that the deadline for substantial completion needed to be extended from 75 to 90 days. After discussion with GMP it was clear the power company wanted to have the Town pay for burying the power by utilizing grants. It was agreed that "Streetscapes" may be a more reasonable avenue for burying the lines since there is no time to put things together before the project is scheduled to start.

C.) Consideration of setting a hearing date for an amendment to the RZR Section 3.10.3(a) adding a rounding rule to clarify the density calculation:

After discussion Bard moved to set the hearing date on 2/18/2020 at 7:30PM, Christy seconded. All agreed.

D.) Review of draft parking permit application and vehicle registration forms:

Discussion included: Would permit parking would be overnight only? Should Volunteers Green be included as a parking location choice? Should there be a charge for replacement tags? Would one tag = one spot or were spots assigned? Should the Town use license plates vs a tag system? Would there be the possibility for a primary user and secondary user? Would enforcement be only when someone calls complaining? It was decided to check with the Police Chief on these issues and update the Board at the next meeting.

E.) Consideration of approving a second newspaper of record:

Roger moved to approve the Williston Observer as the 3<sup>rd</sup> paper of record, in addition to the Burlington Free Press and The Times Ink, Bard seconded. All agreed.

F.) Budget status report

Josh reported that some things were right on target, some over, some under for various reasons including repairs, physicals for firefighters, coming into compliance after the OSHA inspection, vehicle

repairs, as well as other reasons.

G.) Consideration of approving updates to the Personnel Policy:

Josh reported that the Amendment was to offer health insurance beginning day one for full time employees. Roger moved to modify the Personnel Policy to include health insurance for full time employees beginning day one of their employment, Christy seconded. All agreed.

H.) Consideration of approving the Certificate of Highway mileage

Roger moved to approve the Certificate of Highway mileage, Christy seconded. All agreed.

I.) Update on changes to the warrant approval process:

Josh reported that the Water & Sewer Commission requested changes in the warrant approval process that included having Town Manager sign off on the Warrant and having signature cards for department heads authorizing the invoices.

J.) Update on process to close Dugway Rd. to through truck traffic:

Josh reported that VTRANS said we can only limit weight on Dugway road, not say no through trucks. Bard thought that on certain class roads the weight limits could be lowered. It was also discussed whether using the registered weight vs actual weight as the limit was acceptable. Josh will ask VLCT and follow up at the next meeting.

Josh reported the FEMA approval has come through for Dugway Road and meetings with residents for construction easements are moving forward.

K.) Update on process for appointments to boards/commissions/committees:

Josh reported that we will begin advertising for board/commissions/committee appointments.

L.) Review quarterly statistics from Richmond Rescue:

No questions on report. Calls were up.

M.) Update on UPWP grant applications:

Josh reported we have two grant applications submitted.

N.) Consideration of approving a DWSRF Asset Management Loan:

Josh reported five (5) DWSRF Asset Management Loans are made available for \$50k with complete loan forgiveness. The Water & Sewer Dept. would like to use the loan to continue updating the maps they're creating of the system. Roger moved to approve the loan application, Bard seconded. All agreed.

O.) Communications: VLCT News

**VI. Approval of Minutes, Warrants and Purchase Orders**

- a. Roger moved to approve the minutes of the 1/06/2020 meeting, Bard seconded. All agreed.
- b. Warrant was reviewed and signed.

**VII. Discuss Items for Next Agenda**

Why doesn't UPWC grant go to intersection?

**VIII. Executive Session if necessary**

Was not necessary.

**VIII. Adjourn**

Christy moved to adjourn, Bard seconded. All agreed.