

SELECTBOARD MEETING  
MARCH 19, 2012

page 1 of 6

Attending the meeting; Jon Trefry, Tom Ayer, Andrea Morgante, Mike Bissonette, Phil Pouech, Joe Colangelo & attached list.

Jon called the meeting to order at 7:00 p.m.

Jon presented outgoing Selectboard member Randy Volk with a plaque in recognition of his 21 years of service to the Town as a Selectboard member.

Randy thanked the Board and said he looks forward to new ideas that will be brought to the Board by the new members.

Mike B moved the Board vote to nominate Jon Trefry to serve as Chair of the Hinesburg Selectboard for a one (1) year term. Second by Andrea and approved.

Jon moved the Board vote to nominate Mike Bissonette to serve as Vice-Chair of the Hinesburg Selectboard for a one (1) year term. Second by Tom and approved.

Andrea moved the Board vote to appoint Phil Pouech & Jon Trefry to review and sign weekly Warrants on behalf of the Selectboard. Second by Mike B and approved.

Review Mission Statement and Operations of the Development Review Board (DRB)

The Development Review Board (DRB) reviews all development projects that require Town review under the Zoning Bylaw and Subdivision Regulations, including variances, conditional uses, site plan reviews and subdivisions. The Board meets the first and third Tuesdays of each month.

The following is from a November 14, 2011 correspondence from Tom McGlenn:

“The DRB does not have Projects per se, but has Appeal Hearings twice a month that are scheduled and publicly notified in advance. Our Successes are taking in all the oral and written testimony for each appeal, getting through all the Appeal Hearings in an inclusive and thoughtful manner, and rendering good decisions in a timely manner.

As for Challenges Faced by the DRB, I would say that our biggest challenge is our meeting space. I asked Alex to put an overhead projector into our budget a few years ago and that technology has not only been a huge benefit at our public meetings, but it has greatly helped the DRB Staff to keep electronic records (which are now requested of every applicant) for better access and distribution. I also asked Mary Seemann to have name plates for Board members so our names are not only known to the public attending meetings but to the viewing public on VCAM.

But our meeting space still remains a challenge. The downstairs conference room is just that, a "conference room", better suited for small round-the-table meetings and not public hearings, except some of our very small Appeal Hearings. We have been holding our larger meetings, a la Hannaford's, in the Hall upstairs. This space affords more public to comfortably attend meetings, but has logistics issues, setting up and tearing down after meetings, and acoustics issues. I believe the Hall could be made to work better and the Staff has done a great job in working with what we have, but the challenge is to make the space better for the public, the Board and the Appellant.”

The DRB does not have a Mission statement defined by the Selectboard; rather it is a local board governed strictly by State Statute.

Chairperson: Tom McGlenn

Vice-Chairperson: Zoë Wainer

Clerk: Dennis Place

Meetings Held: 1st and 3rd Tuesday of each month

Location: Ground level conference room, Town Hall

Development Review Board Members

| Name                     | Term Ends |
|--------------------------|-----------|
| Ted Bloomhardt           | 01/01/14  |
| Richard Jordan           | 01/01/14  |
| Tom McGlenn              | 01/01/14  |
| Bill Moller (alternate)  | 01/01/13  |
| Sarah Murphy (alternate) | 01/01/13  |
| Kate Myhre               | 01/01/13  |
| Dennis Place             | 01/01/13  |
| Zoë Wainer               | 01/01/15  |
| Greg Waples              | 01/01/15  |

Committee members serve 3-year terms

Jon asked Tom about the length of time it takes an application to go through the process. Tom said it is necessary to take the time to allow for good input from many interested parties. He noted that the applicant will sometimes withdraw the application and make changes suggested and return with a better project.

Discussed was the by-law flexibility by use of terms such as may and should and not must. Tom said the DRB appreciates the ability to have some flexibility for reasonable requests and they are not looking for all terms to be clearly black and white.

Mike B asked if the definitions are helpful and Tom said they are.

Mike B also asked about the use of the alternates to the DRB. Tom said it is good to have alternates especially in a small town where conflicts more easily might occur.

Tom A noted as a past member of the Planning Commission it would be good for the DRB to convey their thoughts about wanting some wiggle room directly to the PC so they can use that information in the future when writing regulations.

Andrea mentioned that there have been times when the Selectboard has had the need for direct interface with the DRB regarding specifics of a project for example Thistle Hill sewer allocation and decisions on class 4 roads in regards to steepness.

#### Presentation from NRG Systems – Proposal to Erect Northwind100 turbine

Jan Blittersdorf, CEO, and Martha Kennan of NRG Systems attended the Selectboard meeting to talk about their proposed development of Northwind100 wind turbine on their property just west of 60 Riggs Rd. This is a similar model of wind turbine as what can be seen at Dynapower Corp on Rte. 116 in South Burlington.

The turbine will produce 25% of NRG's electricity need and allow their products to carry the WindMade label.

The tower will be 121 feet high and each blade about 68 feet long.

Martha Keenan attended the March 14 Planning Commission meeting to discuss the wind turbine that NRG plans to install. It was a good discussion with Q&A on several areas – e.g., will the tower have a light (no); will a "f-11 zone" around the tower preclude any future development plans for the property (no); will this project interfere with any planned community facilities (no).

Martha indicated the wind turbine will complement their solar power, so that they will be able to generate nearly 100% of their annual electricity needs. Only four (4) PC members were present for the discussion, but those present reacted positively to the project, and once the formal Public Service Board application notice is received, they may consider writing a letter of support.

NRG is asking the Selectboard to write a letter to the Public Service Board in support of this project. Andrea asked about the process in place. Martha said they are seeking a Certificate of Public Good from the Public Service Board. The Selectboard (Town of Hinesburg) and all abutters will receive notice and are able to make comments and voice any concerns on the project. If all goes well, construction which is a 13 week process will begin in June. On completion NRG will host tours of the tower.

Mike B asked about the noise level. Jan said there should be no mechanical noise just the swish of the rotors. Andrea said while she supports the project she is not ready to for the Board to write a letter of support as she would like time to allow for public input.

Mike B moved the Board vote to support NRG's proposed operation of a Northwind100 wind turbine to supply approximately 25% of their electricity and allow their products to carry the WindMade label, and to sign a letter to the Public Service Board in support of said project. Second by Tom A.

After discussion about timing of application and wanting to allow for any questions and input from residents, Mike withdrew his motion with the approval of Tom A.

The Board will put this item on the April 2 agenda.

Interview Applicant for Recreation Commission

Commission Members

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Chairperson: Frank Twarog (482-5102)

Meetings Held: 2nd Tuesday of each month, 7 p.m.

Location: Town Hall, First Floor Conference Room (call ahead to confirm)

|                       | Term Ends |
|-----------------------|-----------|
| Katie Bailey          | 1/01/14   |
| Michael Bissonette    | 1/01/12   |
| Tom Giroux            | 1/01/13   |
| Carrie Harlow         | 1/01/12   |
| Karen Tronsgard-Scott | 1/01/13   |
| Frank Twarog          | 1/01/13   |

»Vacant Seat - It could be yours. Find out How

Committee members serve 3-year terms

Two applicants attended the meeting, Justin Daniels and Kevin Chaney. They both have attended a Recreation Commission meeting and are interested in contributing to recreation in Hinesburg. Both candidates have small children involved in recreation.

There currently are two open seats on the Commission.

Mike B moved the Board vote to Appoint Justin Daniels to a three (3) year seat on the Recreation Commission with a term ending October 31, 2014. Second by Andrea and approved.

Mike B moved the Board vote to Appoint Kevin Cheney to a three (3) year seat on the Recreation Commission with a term ending October 31, 2014. Second by Andrea and approved.

Ken Brown noted the Commission should keep in mind that recreation is not only about the children in Town but to look at the whole spectrum of needs when considering applicants.

### Selectboard Policy for Appointments to Commissions, Boards, and Committees

The policy was sent to all Hinesburg Commission, Boards, and Committees for critique and feedback.

At the last Selectboard meeting, most of the conversation revolved around how to treat CBC members when they come up for reappointment and whether or not the seats those members occupy on the CBC should be reopened to the public, or if the immediate preference should be granted to the current member. To that end, the Selectboard discussed ways to handle such issues. 1) require a simple majority (3-2 vote) Selectboard approval for the reappointment of current CBC members; 2) require unanimous (5-0) consent of the Selectboard before granting reappointment; 3) make all seats open at the time terms are up and require the current CBC member to submit a new completed application. This is the true crux of what this policy is attempting to sort-out.

In reviewing the application, Tom A noted he felt that how long one has been a resident is not important but to look at the qualifications the candidate has not length of residency.

The Board agreed to ask for the physical location of residence on the application not just the mailing address.

#### Section

ii Appointments: Phil asked about all terms being due at the same time. Joe explained the reasoning for this change.

Tom A said as written, the policy does not allow a new and perhaps more qualified applicant if the current member does not want to step down on expiration of their term.

Andrea said she is reluctant to open up a position every time as it takes time to build relationships among CBC members. Perhaps term limits would be a good addition.

Jon said if the majority of the Selectboard is in favor of reappointing an interested person and the position is advertised he feels the Town is wasting the time of the other applicants if the Selectboard is really intending to reappoint that individual.

Mike B said he believes a majority in favor is reasonable.

1. Regarding to soliciting feedback the Board agreed to solicit feedback from members and Town staff when the Chair is up re reappointment.

i Commissions, Boards and Committees / section c ii - items 1 and 2 a definite requirement for PC and DRB positions.

Andrea asked if discretion on appointments be held by the Selectboard or should it be put in writing.

iv Member Conduct and Removal – add CBC members are expected to identify any perceived or real conflicts of interest.

Remove section iii referring to conviction of felony

Remove c.

### RFP for Recreation Path Project – Inspection Services

The Recreation Path project is potentially a big step closer to becoming a reality now. The project is now out to bid for construction services. The next step is to hire a construction inspection company to be the Town's eyes on the ground to ensure the project is built as designed. This is an important contract because, due to federal regulations, the Town must award the construction services contract to the low bidder from the list of 'qualified bidders' that submit a bid; no preference can be given to quality at that point. So it is imperative that the inspection engineer is capable of holding a less than desirable contractor accountable for every step along the way.

Rocky's memo summarizes the process to date. Five (5) proposals were received; the project review team unanimously recommended Staff Sterling Management. That recommendation was made blind of cost. On Friday afternoon (March 16) we had a chance to review the cost proposal and I expect to have an estimated total cost for the inspection service contract for the meeting on Monday. While the Town will be billed by the hour, the total estimated cost of the inspection engineering services will be around \$150,000 – again, we will have an official estimate from Sterling on Monday.

Andrea moved the Board vote to award the contract for construction inspection services for the Hinesburg STP (2<sup>nd</sup>)S Recreation Path Project to Staff Sterling Management and authorize the Chairman to sign the contract when it is prepared. Second by Phil and approved.

### FY 2013 Water/Wastewater Budget(s)

Rocky's spreadsheet summarizes the expected revenue for FY2013. We are anticipating approximately \$95,000 in additional revenue compared to the current year. Reasons for this: 1) more accounts in both the water and sewer department since FY2011; 2) new units – former Saputo; Thistle Hill; and KLM for both utilities. It is important to note here that rates are proposed to remain stable.

The three (3) most significant changes in expenses are 1) attempt to increase annual capital reserve savings in the Wastewater Department; 2) first annual payment on a 30-yr note in the Sewer Department (ARRA project with 50% forgiveness); 3) new emphasis on capital improvement planning.

Other worthy notes: 1) Salaries and benefits include both FTE in the Water & Sewer department; 5% of Town Administrator; 14% of Town Clerk(s); 25% of Building and Facilities. 2) Rocky's truck is slated to be replaced. This truck will also be paid for from the General Fund (75%-25% split) and was approved as part of the budget; 3) roof work is needed for the pump house; 4) we are planning on purchasing a trench box for \$5000 and use a 50-50 grant from the Vermont League of Cities and Towns to offset the total cost. The trench box should be purchased even if the Town is not awarded the grant.

The Board discussed with Rocky the idea of beginning to locate a new water source.

### Town Administrator's Report

1. VLCT's Selectboard Institute – Joe recommends Board members take advantage of one of these. It would be great if the new Board member(s) – who start in March – would sign up too.
2. Liquor Licenses – Andrea moved the Board convene as the Liquor Control Board, second by Mike B and approved. Andrea moved to sign the first class license for Cedar Knoll, second by Mike B and approved with Tom A abstaining. Andrea moved the Board adjourn as Liquor Control Board, second by Mike B and approved.
3. Shelburne Falls Road Speed Enforcement – Chief Koss advises they will be increasing enforcement.
4. Town Administrator's sophomore year goal – Spend much more time with the various CBC's.
5. Planning Commission Resignation/Vacancy – Opening due to resignation of Tom Ayer.
6. Town Service Officer – Mike B moved the Board vote to appoint Ginny Roberts as Town Service Officer. Second by Jon and approved. Ginny told Joe she is contacted approximately 4-5 times per year to fulfill her role. Phil noted the United Church is contacted frequently for help. It was suggested that the church give information regarding contacting Ginny to those seeking assistance.
7. Richmond Road Highway Safety Program – Back in October the Selectboard reviewed the proposal from the Highway Safety Improvement Program between mile points 1.53 – 1.78 to upgrade the signage. Andrea moved the Board vote to accept and sign the Maintenance Agreement between the State of Vermont and the Town of Hinesburg for the Highway Safety Improvement Program on Richmond Road. Second by Phil and approved.

Joe also reports that the Fire Departments new MED 100 truck has been delivered and is being outfitted.

Joe has been getting a lot of calls about the muddy roads. He will post information on FPF about the roads.

The school board April 11 agenda will include a meeting to begin discussion with the Town regarding compensation for police services to CVU.

Bus stop information - CCTA can stop behind Town Hall but ACTR will be stopping at Waitsfield Telecom building on RT 116 northbound and in front of Town Hall on RT 116 southbound. Joe advised ACTR schedule does not allow time to drive down behind Town Hall.

### BOARD ITEMS

Mike B asked the future of a public safety building be put as a future agenda item for Board discussion. He also asked that the Board work on rewriting the job description of the Town Administrator to better reflect a Town Manager position.

Jon requested the following items be put on the agenda for future discussion / action: painting crosswalks, striping fog lines, Jiffy Mart irrevocable offer of dedication for sidewalks, health insurance opt out policy.

Andrea asked that Joe work with department heads and committees to come up with a scheduled work plan to identify tasks.

### MINUTES

Mike B moved the Board vote to approve the minutes of February 6 as amended, second by Andrea and approved with Tom A and Phil abstaining.

Mike moved the Board vote to approve the minutes of February 27 as corrected, second by Andrea and approved with Tom A and Phil abstaining.

Mike B moved the Board go into executive session for personnel discussion, second by Andrea and approved.

Mike B moved the Board come out of executive session and adjourn, second by Andrea and approved.

Respectfully submitted,  
Valerie Spadaccini, secretary