

# SELECTBOARD MEETING

April 2, 2012

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

Meeting called to order at 7:00 p.m.

## Town Logo Competition

A few weeks ago the Selectboard announced a Town-wide Logo Competition as part of the 250<sup>th</sup> Celebration and offered a cash prize of \$500 to the winner.

Joe put all the submitted logos up on the projector for viewing

The designs will be displayed on the Town webpage and allow people to vote for their favorite. While the on-line vote is not binding, it will be a good tool for the Selectboard to use when making a final decision.

It was also suggested to print the designs on an insert to be included in the Citizen News.

The Selectboard will pick a winner on April 16<sup>th</sup> (the next Selectboard meeting). Once the winner is selected the Town will start using the new logo as the official town letterhead and will place the design on the nine (9) new Welcome to Hinesburg signs – to be installed before the 250<sup>th</sup> Celebration.

## Review Mission Statement and Committee Objectives – Affordable Housing Committee

The mission of the Hinesburg Affordable Housing Committee is to gather, generate and prioritize ideas and plans which will help to increase the availability of affordable housing in the Town, as well as to assess the quality and quantity of current affordable housing in the Town, and to bring these ideas and information forward in an advisory manner to the Selectboard, the Planning Commission, the Development Review Board and Town staff.

### Affordable Housing Committee Members

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Chairperson: Rocky Martin

Phone: 482-2281 ext 229

Email: [hinesburgpw@gmavt.net](mailto:hinesburgpw@gmavt.net)

Vice Chairperson: Carl Bohlen

Recording Secretary: Dale Wernhoff

Meetings Held: 1st Wednesday of every month at 7:00 pm.

Location: Town Hall

Name, Term Ends

George Bedard, 7/31/12

Carl Bohlen, 7/31/12

Andrea Brainard, 7/31/12

Rocky Martin, Chairperson, 7/31/11

Julie Pierson, 7/31/11

Dale Wernhoff, 7/31/11

Bruce Wheeler, 7/31/11

»Two Vacant Seats - One of them could be yours. [Find out How](#)

Committee members serve 2-year terms.

In March 2010 the Hinesburg Affordable Housing Committee engaged the consulting team of Development Cycles and Housing Strategies, Inc., to assess the community's housing needs. The study design follows the Vermont Housing Needs Assessment Guide prepared by the Center for Rural Studies at the University of Vermont and the Vermont Housing Finance Agency. The assessment examines the needs for rental and homeownership housing for families, seniors, and those with special needs.

The purpose of the study is to assemble and interpret information that will guide town policies, as well as other public and private actions, that address unmet housing needs. The assessment presents data and analysis of current housing conditions in the context of demographic, economic, and development trends, and attempts to place Hinesburg in its context within Chittenden County and Vermont as a whole.

The Full Report is available on Hinesburg's webpage under the Affordable Housing Committee's section.

Joe asked if affordable includes elderly and Rocky said it does. Rocky said to make affordable work the developer must work with a non-profit organization.

The Board noted the accomplishment of the committee by having included in the subdivision regulations the mention of method and implementing affordable housing.

Rocky said the Thistle Hill project will not be building affordable senior housing due to a non-profit issue. Andrea said since Thistle Hill is now submitting plans for a new updated building plan she feels there is opportunity to have senior housing included per new subdivision regulations as it is no longer a preexisting development.

Mike B asked what the Town can do to help encourage affordable housing and Phil followed this thought by asking what the barriers are.

Rocky responded one needs to find a developer who is willing to have a part of the development go to a non-profit organization.

Tom asked if the trailer parks are considered affordable and Rocky said they are. Tom then asked if resources could be put into improving this housing. Rocky said an example is the bond for Mtn View to improve the sewer service.

Andrea moved the Board vote to amend the Mission Statement, Goal, Composition and Organization, and Support Statements of the Affordable Housing Committee as recommended by Rocky Martin in his March 28, 2012 memo. Second by Mike B.

Andrea noted that in the mission statement it states all committee members shall be residents of Hinesburg. Phil said this is a case where perhaps expertise from someone outside of Hinesburg could be helpful. Phil amended the motion to include the committee shall consist of up to 9 members appointed by the Selectboard for a 2 year term. Andrea and Mike B accepted the amendment. The amended motion was voted and approved.

### Public Safety Project

The Article on the Town Meeting ballot asking voters to approve \$2.9mil in bond indebtedness to pay for a public safety facility and community park was defeated – approximately 2:1. Some of the feedback voiced about the project at the public informational meetings, on Front Porch Forum, and anecdotally were that the project was too big; the price-tag too much; the community space was unnecessary with a public safety project; the fire department expansion was too much and they were not convinced of its necessity. There was, however, more sympathy to the fact that the current police facility is not up to par in terms of its structural integrity, size, and functionality. A number of remarks were made from voters that they would like to see the process continue and challenged the Town to come back with a new, albeit less expansive, plan for voter consideration.

Alex, Rocky, Chief Koss, Chief Barber and Joe have developed a new plan of attack for the Selectboard to endorse. The new plan aims to 1) rescale the project; 2) invite an open dialogue and communication between the public safety departments, Selectboard, and residents; and 3) ultimately lead to another Town vote on the project. They propose employing Vermont Integrated Architecture to assist with this work. The draft work plan VIA is preparing will bring together an organized, methodical program that will redefine the project so that an equilibrium point can be reached between the needs and wants of the police and fire departments and the current constraints Hinesburgers feel towards the project budget and appropriate level of build-out at this given time.

They would like to have VIA present the project costs and designs to the Town in a clear, simple, and more complete way than how they had been presented prior to the bond vote in March. In the development of the new plans, the goal is to focus on showing the community what the cost will be of 1) constructing a new police facility that is connected to the current fire station; 2) the cost of constructing a new police facility and expanding the fire station at the location of the current fire station.

They are less inclined to pursue the community meeting space with the rescaled project at this time but would be open to looking at it again as a program need if, while engaging the community, it comes out that it is a true desire of this Town. They are not proposing to reconsider to location. The Strategic Plans of Hinesburg's public safety departments include the specific goal of co-locating the facilities. That issue should be put to bed at this point.

Alex developed a survey tool that could be helpful to ascertain important information from the community and to start the process of community engagement on the new project.

Mike B asked if the Town is starting over from scratch and Joe said not completely. Mike noted the Town has spent about \$5,000 with VIA for work done so far and he was not overly impressed with their work.

Andrea said Mike brings up a good point and it needs to be made clear to the public where the decision points are along the way on the project in order to move along with a clear understanding.

Joe said he believes that is the plan that being proposed.

Andrea suggested creating a steering committee which would include a Selectboard member and Town resident as well as Joe, Al and Frank.

The survey Alex created should give information on why the vote failed that could be helpful. Joe said he will take the comments from tonight and work on improvements to the survey.

Tom said he felt there is no need to spend \$10,000. He suggests the Selectboard have a dialogue with the Police and Fire Departments at least for the proposed phases 1 and 2.

Jon said they first need to get the survey out to residents and Mike B asked they also get information from the Lot 1 committee.

#### Award Contract for Shelburne Falls Culvert Project

The Town put into the FY2012 budget its 10% share of the Town Highway Structures (Grant) Program – \$38,500 – to upgrade a culvert that runs under Shelburne Falls Road at a location that is 3300' west of the intersection of VT116 and 3200' east of the intersection with O'Neil Road and will use a 90% state match award to fund this project. The Town originally bid this project last summer; however, the project was not awarded because it was determined at the time that professional project management services should be acquired to properly bid and manage this project. That ended up being the proper course of action. Not only for the goal of sending out a more specific RFP to get a better cost detail than what we had last summer, but we were able to identify and manage a more complex set of issues than what was originally identified with the project. For example, obtaining the necessary wetlands permits and property easements were not part of the original consideration.

There was a scheduled bid opening on Thursday, March 29 at 1:00pm at the Town Hall for the general contractor services. Three (3) firms bid on the project: J. Hutchins, J. Scott, and Engineering Construction. The bids ranged from \$132,900 to \$56,127. Interestingly enough this is roughly the same spread we had last summer when reviewing the bids from last year (Parents was at 126K and J. Scott was at 60K).. The total project cost including the general contractor services and the box culvert should come in under budget. The box culvert should come in around \$50,000 and if you add that to the \$56,127 it comes to \$106,000 with \$10,600 as the Town match. **It is important to note that Shelburne Falls Road will need to be closed for three (3) days during the installation of the box culvert and this is factored into the general contractor's cost estimate.** If we attempted to keep one (1) lane of traffic open and extend the total project time, in order to keep traffic flowing, it would increase the total project cost significantly.

Also, per the recommendation of the report by Milone & MacBroom, the culvert is 5' in height. Although the R shows the culvert to be 4' the plan shows the culvert passageway to be 4' with a 1' baffle on the floor of the culvert. This 1' baffle will allow for better aquatic organism passage and help facilitate more natural sediment transport.

Mike B moved the Board vote to award the Contract for General Contracting Services to J. Hutchins for the Shelburne Falls Culvert Project at their bid price of \$56,127.00. Second by Andrea and approved.

Letter of Support for NRG's Northwest 100 Wind Turbine

The Selectboard supported NRG's proposal at the last meeting and decided to allow time for public comment prior to sending an endorsement letter on behalf of the Town to the Public Service Board. Since the 3/19 meeting Joe has not heard from anyone regarding the issue.

Andrea moved the Board vote to sign a Letter of Support to the Public Service Board in support of NRG Partners application to erect a Northwind 100 wind turbine their property just west of 60 Riggs Road so that NRG can produce 25% of their electricity from this source which will allow their products to carry the Wind Made label. Second by Mike B and approved with Phil abstaining.

Police Services Provided to CVU

One recommendation of Hinesburg's Advisory Committee on Public Safety Services – per its final report submitted to the Selectboard on November 7, 2011 – was for the Selectboard to open discussion with the Chittenden South Supervisory Union regarding compensation from the supervisory union to the Town for police services provided to CVU, since Hinesburg kids make up about 18% of the total student body while the remainder come from other sending towns (not to mention faculty and staff). This recommendation of the Committee was also conveyed by at least one private citizen during Town Meeting Night when the police department budget was discussed.

In the letter Joe attempted to outline some of the major arguments why a transfer payment from the school budget to the Town budget is justified, while not going so far as actually presenting a specific proposal for the school to consider. For starters, the Town has not developed an actual proposal; second, it is important to start the conversation out as a dialogue and as a catalyst to start an open and honest discussion on the merits of the idea as a general concept before diving into the details. It is important for the Selectboard to unanimously support opening this conversation with the school board and it is important that the Selectboard feels strongly that this letter is the correct way to begin the dialogue.

Selectboard members signed the revised letter.

The final signed letter from the Selectboard to the Supervisory Union will be presented at the April 11, 2012 CSSU meeting. It will be presented under 'Other Business' as an introductory issue. The CSSU Board will then schedule to put this item on a future meeting as an agenda item for a more in-depth conversation. Jon and Andrea said they can be present to introduce this item along with the letter at that meeting.

Tax Sale – Consider Hiring Roger Kohn

The Town has roughly ten (10) properties that are scheduled to be included in a tax sale. The payment mechanism, as presented, ensures that for any delinquent tax account that is over \$2,000 will require no payment from the Town since there will be enough generated from the delinquent account to pay the attorney's fees. For those accounts under \$2,000 the town will be responsible for a portion of the fee.

Andrea moved the Board vote to retain the law firm of Kohn, Rath, Blackwood & Danon to conduct a tax sale on behalf of the Town of Hinesburg per the terms outlined in the March 20, 2012 correspondence from Mr. Roger Kohn, Esq. Second by Phil and approved.

Adopting Standard Policy and Application for Commissions, Boards, and Committee Appointments

The Board reviewed the final draft application form and final draft policy.

Noted changes include: Planning Commission and DRB members must be either Town residents or land owners. The Selectboard will retain the ability to appoint non-residents/land owners to the other CBCs. Also, a majority consent rather than unanimous consent is sufficient for reappointing a current CBC member considered to be in Good Standing. We also added in language pertaining to potential conflicts of interest and requiring CBC members to inform the Selectboard if they move out of town during their tenure on a CBC. We also updated the application form so that the applicants mailing and physical address need to be specified; we edited out the need for applicants to divulge how long they have been a resident of Hinesburg (if they are in fact a resident).

Mike B moved the Board vote to adopt the Hinesburg Town Commissions, Board and Committee Appointments and Procedure Policy. Second by Andrea and approved.

Mike B moved the Board vote to adopt the Application form for Town Commission, Board, and Committee appointments. Second by Andrea and approved.

### Police Officer Wage Schedule

Chief Koss developed a wage proposal with the aim of obtaining and retaining quality police officers; it is especially geared towards keeping the high quality officers we now employ. Overall it is a clear net savings for the Town to keep officers once they are fully trained and certified opposed to recruiting and training new officers as others leave. There is a substantial investment made by tax-payers to train new officers and it behooves the Town to try and keep turnover to a minimum in the police department.

The five-year plan has the intention of increasing the base wage by 10% over time for police officers by adding 2% each year for five (5) years to the Cost of Living Adjustment. For example, if the COLA for the year is granted at 3%, police officers would receive the 3% COLA plus a 2% step increase for a 5% total annual increase. This plan, if included in the FY2013 budget proposal, would increase the budget for wages in the police department by \$4500.

Currently the personnel policies grant longevity bonuses to Town employees via an annual end of the year bonus starting after year five (5). Chief Koss has indicated to me (verbally) that he would not advocate for the new wage proposal plus the longevity bonus per the personnel manual; rather just the new wage proposal and the police officers would no longer have access to the longevity bonus as outlined in the manual.

Andrea asked it be noted that these are to be merit based. The Selectboard will discuss the proposal in executive session.

### Town Administrator's Report

1. **Economic Development Committee Work** – Joe and Alex met on March 29 with the UVM class working on gathering and analyzing Hinesburg economic data, researching how an effective economic development commission might be organized, and looking into how the Town can best implement a revolving loan fund. The plan is for the class to present their work to the Selectboard at the May 7, 2012 meeting. It was suggested to invite those interested in serving on such a committee to be present at that meeting.
2. **Recreation Path Project Update** – Is out to bid.
3. **Sound System** – Joe rented a sound system for tonight's meeting. Is the Selectboard in favor of purchasing a sound system? A sound system will most definitely get wide use by the Town. Selectboard meetings, DRB meetings, other public informational meetings, recreation events, etc. It's important we get the right system; especially securing the correct amount of mic inputs. Andrea moved the Board vote to approve the Town Administrator purchase the appropriate sound system for the Town's immediate needs spending up to \$2,000. Second by Mike and approved.
4. **Rte 116 Signalization** – Joe reports VTRANS was able to make changes to the timing of the signals that helped alleviate traffic. VTRANS noted that something 'looked different' when they examined the timing. We were experiencing mammoth traffic backups.
5. **Mud Season** – Two weeks ago, when it was consistently in the 70's and 80's, was a difficult time for the road crew trying to keep up with the non-paved roads in town and they did a fantastic job. The Town kept people informed of when their roads would be graded. Many people contacted the highway crew directly to express their satisfaction with the work they did.
6. **Rte 116 Paving and Culvert Replacement** – Andrea, Alex, and Joe attended a meeting last week where they looked at the preferred culvert replacements in conjunction with next summer's State paving of Rte 116.