

SELECTBOARD MEETING
MAY 21, 2012

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

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

Andrea wanted to publicly recognize on behalf of the Selectboard, Fire Chief Al Barber's receiving the 2012 Governor's Award for Outstanding Community Service.

Presentation from VT Natural Gas

Steve Wark, director of communications for VT Natural Gas gave a presentation on VT Natural Gas and their intent to bring the gas line to Addison County via the VELCO right of way that runs through Hinesburg. Andrea noted that the benefit to Hinesburg would be tax revenue.

Presentation from SunCommon:

Clary Franko gave a presentation of SunCommon. The program being offered to help homeowners be able to afford solar installation with a solar lease. There is no installation cost and the homeowner pays afterward on a monthly basis that would be equal to or slightly higher than the current electric bill. This is done by group buying power.

Andrea mentioned that the Town Plan has addressed solar as an alternative. Clary will be in touch with Joe to set up future meetings.

Consecutive Water Agreement with Mountain View

The Town supplies water to Mountain View and Mountain View is then responsible for the distribution of that water to their users. The Town does not have to test within the system so long as we test close to the system, which we currently do. Bud Allen has reviewed the agreement.

Rocky stated the benefit to the Town is that this results in better maintenance of the system at Mtn View. Mtn View is still required to do some testing in the park. Asked how the Town insures the water lines are flushed Rocky replied there is no assurance but it is to their advantage to do so.

Mike B moved the Board vote to approve signing the Consecutive Water System Agreement between the Town of Hinesburg and the Mountain View Mobile Home Park. Second by Phil and approved.

Consider Approving Contract for 3D Visualization Project for Village Steering Committee

The 3D Visualization Project will be based on the Town's existing zoning regulations and official map, and help further the Town Plan through the use of mapping and 3-D development visualizations (e.g., SketchUp renderings of buildings, streetscapes, green spaces, etc.). The work will be completed by planning consultants, and guided by community members, involved landowners, and developers. It will complement and provide visual representations of the Town's land use standards and previous village growth area build out projections. One purpose of this project is to help the community design and guide development in order to facilitate connection and integration of a diverse suite of existing and possible future uses. Another purpose is to help support future economic development forecasting that the Town plans to pursue in 2013 as part of a Growth Center Designation application.

Andrea noted another tool that should be used is the sewer allocation ordinance. Andrea also asked who will be tracking the finances. Joe said Alex is in charge of the administrative end of the project and will coordinate with Missy.

Tom asked if this is an actual setting up of buildings or just a hope of what it will look like. Joe said it will show what is possible given the Village Zoning. Andrea added it is a good way to see what existing zoning will allow and allow for adjustments if wanted

The project will be funded by a \$15,000 grant and \$3,000 local match.

Phil moved the Board vote to award the consultant contract to TJ Boyle & Associates for the Village Visualization Project and authorize the Director of Planning & Zoning to prepare and sign contract documents for the consultant services outlined in the project Request for Proposal (RFP) and the TJ Boyle & Associates proposal. Second by Mike B and approved.

CHITTENDEN SOLID WASTE DISTRICT FY13 BUDGET

Tom Moreau presented the FY 13 operating and capital budgets and highlighted areas of change. The overall budget is down.

Asked about the drop off center in Town Lyn Gardner, Hinesburg's representative on the CSWD board said that CSWD would very much like to stay at the current location. The new lease for the site runs through Dec 31, 2015.

Andrea said we should be able to work together to keep the CSWD drop off at the current location and be able to make the necessary changes for the highway garage and surrounding area.

Andrea moved the Board vote to approve the CSWD FY 13 budget as presented. Second by Mike B and approved.

Andrea moved the Board vote to reappoint Lyn Gardner as Hinesburg's representative to CSWD and Doug Taft as the alternate. Second by Tom and approved.

Lease Financing Contract

The Selectboard approved the purchase of a dump/plow truck, an excavator, and a pick-up truck at the May 7, 2012 Selectboard meeting, per the approved FY2013 budget. The Town has made plans to purchase these pieces of equipment via Lease Financing. The total cost of the three (3) pieces of equipment is \$279,155.00 and we will be financing the purchase over five (5) years with the first payment taking place on July 1, 2013 and the final payment July 1, 2017. Annual payments will be \$61,017.03. The total annual payments are \$2,653 more than what was estimated in the capital plan for the general fund budget and \$1,017 less than what was estimated in the water/wastewater budget for the five (5) years. In other words, pretty dead-on estimations were used for budgeting purposes. The interest rate for this contract is 2.94%. By contrast, the Town was able to secure an interest rate of 3.27% for the lease financing of the mower and the Med 100.

Mike B moved the Board vote to Accept Municipal Lease Consultants' financing proposal and amortization schedule for the financing of 1 Pick-up truck, 1 dump truck, and 1 excavator and allow the Town Administrator to Sign All Necessary Documents on Behalf of the Town of Hinesburg to Close the Transaction. Second by Phil and approved.

Weed Road

Jon asked Peter Erb if plans for work to be done in the right of way have been approved by the DRB. Peter said there is no application for that at this time.

Andrea asked what standards would be applied – would it be development on a private right of way.

Steve Rowell said his intent is to clean out the ditches put in the four turn offs as required by the Fire Department and install the paved apron at the top of the road.

Andrea said the Town needs to have plans on the work to be done so they can be approved by the DRB. Andrea also stated that approval of the work and Steve completing the work does not guarantee approval of the subdivision.

Joe suggests he work as an agent for the Selectboard to work with Steve, Mike Anthony, and Alex so Steve can begin the work.

Andrea noted it is important the Town notify all neighbors.

Peter noted there is no formal road association and encourages the Selectboard to require formation of a road association.

Steve said he spoke with his attorney who said a simple document can be written naming him and his son in law (who will be building on the subdivision) and family to a road association.

Phil moved the Board vote to authorize the Rowell's to do work in the Town right of way and give Joe Colangelo the authority to act on behalf of the Selectboard to help facilitate activities and improvements to Weed Rd. To include notification to neighbors and landowners; include a road association document to outline responsibilities; include Al Barber and Mike Anthony on improvements to be made and Peter Erb to be sure improvements meet the DRB requirements. Second by Mike B and approved.

It is important to note the Selectboard has not classified Weed Rd as a class IV road at this time.

The Board plans to hold a Public Hearing to classify as class IV road at their 2nd July meeting.

Impact Fee Ordinance

Tom Ayer brought up the issue of impact fees and the schedule that set the rate not being equitable. Jon noted that impact fees originated to help offset the increased costs of public services due to development. Does a small addition to a house warrant a fee; what about interior renovations that do not require a building permit and so do not generate a fee.

The list below is some of the issues Peter Erb discussed with the Selectboard.

- Definition of development for which impact fees are collected for is ambiguous.
- The calculation of the fee has much gray area since there is a very wide spread between the values of a mobile home compared to a luxury home.
- The process is far too complicated, and alternatives should be explored
- Permits for interior renovations are not collected which means that no impact fees are collected (former Saputo Plant improvements, for example). Starting to require permits for interior renovations is a major change from the status quo.
- The wording of the ordinance uses different wording than the other regulations do, which creates issues that could have been avoided, and should be corrected.

Jon suggested the Board hold a working session with Mike Munson to review the ordinance.

Consider Contract for CPA Services

Missy and Joe recommend continuing our relationship with the CPA firm of Fothergill, Segale, & Valley. To that end they recommend signing another three (3) year contract with them. Joe noted that we did not go out to bid for this contract and the Selectboard may wish to consider such an option; however, if the Selectboard does, in fact, feel inclined to rebid this contract, he would recommend we sign at least a one (1) year contract with FSV because we need to get scheduled soon in order to have an audit complete. My recommendation is to sign the full three (3) year contract with them.

Jon noted it has been quite a while since this work was put out for bid and would like to do so next spring.

Mike B moved the Board vote to approve a one (1) year contact with the Certified Public Accountant firm of Fothergill, Segale & Valley for the FY 2012 audit for fee of \$16,500. Second by Andrea and approved.

Consider Creating New Bank Account for Revolving Loan Fund –

As discussed at the May 7th meeting, the payments from Vermont Smoke & Cure have commenced. Their interest only payments of \$1,325.00 started in April 2012 and will go through July 2014. Starting in October 2014 principal and interest payments of \$8,517.26 will start. All of these payments are quarterly.

The Town needs to set-up a bank account so we can collect the funds.

Andrea questioned why a checking account and asked about accountability for check writing. Joe said no funds will be dispersed for quite some time and all payments will be tracked.

Phil asked if this will show up in the budget and Joe said it will show up in the audit.

Andrea moved the Board vote to allow the Town Administrator sign the Certified Resolution on behalf of the Town of Hinesburg to open a Municipal Advantage Checking Account for the purpose of collecting and distributing funds for Hinesburg's Vermont Community Development Program Revolving Loan Fund and to authorize Melissa Ross and Cheryl Hubbard as authorized signers. Second by Mike B and approved.

Mower for Conservation Commission

The Conservation Commission budgeted \$1400 for Geprags Park Maintenance. They have spent \$914 and desire to purchase DR Mower and need the balance.

Phil moved the Board vote to authorize on behalf of the Selectboard Joe Colangelo to spend up to \$2,000 for either the purchase of a DR Mower or to contract out mowing. Second by Mike B and approved.

own Administrator's Report

1. Ribbon Cutting Ceremony – Saturday, May 19th at the Former Saupito Site for Green Mountain Organic Creamery and Vermont Smoke & Cure. Ribbon cutting and open house start at 1pm.
2. Cemetery Land Donation – Irena Case has approached Joe about donating some land to the Town to be used as a cemetery. Joe is still waiting to hear back from the Cemetery Commission.
3. Recreation Path Project – Construction set to begin June 4. Joe suggests a ceremonial 'first shovel' the week of June 4 – June 8. From the Rec Path Pre Construction meeting on Wednesday the one thing that came up involved the traffic signal and pedestrian crossing on the north side of the 116/CVU Rd intersection. Current design of the project does not include signs that say "No Turn on Red" when pedestrian crossing phase is activated. Charlotte Rd and Commerce St signals have this function. This would mostly impact vehicles turning right on red from CVU heading north in morning hours -this is done often from the "unofficial" right turn lane in the gravel shoulder at the intersection.

Bill Preis reviewed this with VTRans Traffic Operations section and their recommendation is to leave design as is and if we want to change later it could be done as part of the intersection improvements with turn lanes they are working on. Joe also reviewed this with Dan Peck and Mark Suennen of VHB, our design engineers. They concurred with VTrans recommendation, think the intersection will work better overall without it and the intersection is wide open with good sight lines.

The recommendation is to build project as designed, evaluate how pedestrian crossing works, add additional fixed signs if needed and advocate for signal changes as part of the state project if we feel it's warranted.

Andrea moved the Board vote to allow Rocky Martin to sign all pay requests for the Recreation Path Project. Second by Phil and approved.

Budget Questions (& Answers) –

<u>Line</u>	<u>Explanation</u>
440-5600-01.00 (Rec Cap)	Over due to reserve money spent on the Bissonette Field Project. Consultant Engineer and Project Manager
440-5600.80.00 (Rec Maint)	Selectboard approved additional \$11,000 to rehab fields behind Town Hall. This goes with another \$8,000 that was in reserve for this project from the FY11 budget.
440-3170-77.02 (Laplatte Town Forest)	Parking area and signs. \$2,000 budgeted in 2012 and \$5,000 in reserve from previous fiscal years' to cover this project.
440-4500-22.00 (Fire Dispatch)	\$15,200 budgeted; \$5,110 spent. Still have atleast one (1) more bill to pay Shelburne for dispatch services.
440-4500-81.00 (Fire Capital)	
Water Department Budget	Will be over at the end of the year. Additional expenses for Well 3 work, some water breaks, and increases in electric costs/usage.
440-5360-91 (postage)	All postage expenditures have been combined into this line. See Listers budget, for example, \$300 budgeted with no expenditure. Those expenditures are currently being spent all from the same line item. We made this change so next years' budget will include all budgeted postage expenditures in one line-item.
Police Department Grants	Currently we have one (1) full-time officer covered by a COPS grant (nearly 100% total salary and benefits). This grant is set to run out at the end of the FY2013 budget year. The Town must cover the cost of this officer for the FY2014 budget year due to the terms of the grant agreement with the federal government.
440-2032-01.00 (Current Use Payment)	\$50,000 budgeted; we have received \$54,000+. Needs to be placed in the correct line.

SELECTBOARD ITEMS

Phil said he spoke with Alex and Joe about the possibility of VT Gas going up to the mobile home parks. Phil is interested in pursuing an open discussion with VT Gas on the subject.

Jon addressed the discussion with CVU regarding funding for police coverage or public safety. Joe said he will work on a proposal to be discussed in executive session.

The Board asked Joe to check into the HCS School Board decision to charge the recreation department for use of HCS facilities. Joe said he and Jen have started working on the issue.

WARRANTS

Andrea moved the Board vote to approve the warrants, including payroll warrants, as received from the Town Treasurer. Second by Phil and approved.

MINUTES

Jon moved the Board vote to approve the minutes of May 7 as amended, second by Phil and approved.

Andrea moved the Board vote to go into executive session including Chief Koss and Town Administrator, second by Mike B and approved.

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

Respectfully submitted,
Valerie Spadaccini, secretary