

**TOWN OF HINESBURG
SELECTBOARD MEETING
MEETING MINUTES
JULY 9, 2012**

Attending the Meeting: Jon Trefry, Phil Pouech, Tom Ayer, Mike Bissonette, Andrea Morgante, Joe Colangelo and attached list.

Meeting called to order at 7:20 p.m. on return of Board members from site visit of Fredric Way and Farmall Drive.

Joe on behalf of the Town recognized Karla Munson as this year's recipient of the Bissonette Award.

Karla said CCTA and ACTR are happy with the ridership numbers and are averaging 46 trips a day. Karla noted the park and ride area behind Town Hall is often full. She said the next step would be to get some shelters constructed before winter.

Site Visit and Proposed Take-over of Fredric Way and Farmall Drive

Jon opened the Public Hearing on the Town takeover of the roads in Creekside Development.

Jon noted a few items remain that need to be addressed; the Association needs to clean out the storm water drains and the Town needs to attend some signs.

To keep the process moving forward Mike B moved the Board vote to accept Farmall Drive and Fredric Way as Class 3 Town Roads per the method of Acceptance and Dedication, as mentioned in 24 V.S.A. state statutes 4463(c), and the Town of Hinesburg Policy for Consideration of New Town Roads. The Selectboard will sign the Decision and Order for acceptance of these two (2) new Town Roads and once the original Warranty Deed and Property Transfer Tax Return are reviewed by the Town's attorney and the Town's attorney receives indication that the record owner has good and marketable title to the roadways free and clear of any liens and encumbrances. Second by Andrea and approved.

Jon closed the Public Hearing

Town Forest Committee

The Town Forest Committee has been working on the Forest Management Plan for a couple of years and now the final draft moves to the Selectboard for final consideration and, ultimately, adoption.

Chuck Reiss outlined the Management Plan pointing out the process used in writing the plan as well as the vision statement, management goals and uses.

The Selectboard will include discussion of the Forest Management Plan at the August 6 meeting and schedule a Public Hearing on the plan for Sept 10, 2012.

Steve Russell pointed out the new hours of operation are unlimited. Frank Koss mentioned the police have received complaints from residents on Hayden Hill regarding Forest use at night. Steve noted the Committee's feelings on the recent decision to keep the Forest open at night for legitimate uses was that it might help keep other problems to a minimum.

Public Safety Facility Project – Consider funding Phase 3

This was a discussion item at the last Selectboard meeting – on June 16. At that meeting, the three (3) board members in attendance appeared to strongly indicate the desire to move the project onto the master planning phase – Phase 3 – of the project but wanted a little bit more detail on exactly what would be studied in Phase 3 and supplied with an updated cost proposal for the Phase 3 work from our consulting architects.

Phase 3 – master planning – will result in the study of a few different alternatives for a public safety facility project. This study will include square footage cost estimates and concept level and 3-D site and floor plans, from this study, which will be completed by Labor Day, the Town will have a really solid base of information to consider before moving a preferred alternative to a final design and bond vote.

For Phase 3 the proposal is to have the following alternatives studied, as a result of Phase 1 and Phase 2 work:

- 1) A co-located police and fire station at the site of the current fire station
 1. Phase 1 – police station addition only
 2. Phase 2 – fire station additions TBD
 3. Phase 1 & Phase 2 completed concurrently.
- 2) A new stand-alone police station
- 3) Rehabilitation and improvement to current police station

Included with the Phase 3 work will be capital planning figures with bond payback schedules for each of the alternatives so the Town will be able to examine the alternatives with a more complete understanding of the economics and impact to the tax rate.

Jon asked if the committee discussed appraisal and possible sale of some of the land.

Andrea asked if VIA could mark off the most desirable way to subdivide the lot.

Tom asked about rehabilitation – the Town would need a cost estimate to do so. The Selectboard, while not necessarily in favor of rehabilitation, agreed they will need that information to present to the public. John Kiedaisch asked about the stand alone police station option. Does that include anything for the Fire Department? Joe said it did not and the location could be anywhere in Town, this is only for a building not land.

John then asked if they will be looking at a police station on lot 1 and the addition to the Fire Department in phasing. It could be possible to build a shell for the addition and finish off in stages.

The Selectboard agreed to add to the alternatives for a police addition with fire station expansion as just a shell.

Phil moved the Board vote to approve moving the Public Safety Facility project to Phase 3 and to allocate up to \$3500 from Impact Fees for Vermont Integrated Architecture to do the work as proposed in their revised scope of services, and including the additional alternative of police addition with fire stations expansion as a shell.

Second by Andrea and approved.

Karla asked if the expanded park and ride is still included in this. Jon said it is not.

Thistle Hill – Phase 3

Bart Frisbee received DRB approval to amend his plan for Thistle Hill to eliminate 32 units of senior housing and build 11 single family units on Lot 2. This represents Phase 3 of the Thistle Hill Project.

Attorney Bud Allen is reviewed and corrected some minor errors in the documents. Page 4 paragraph 16 amount of money to be held in escrow should be \$23,888.00 / page 5 A3 change the date from the 18th of the month to the 19th day.

Mike B asked why the change from the originally approved senior housing. Rocky noted that Bart could not find a nonprofit willing to be involved in the project as they felt the project was not suitable to senior housing in part due to the landscape. Also affordability was a factor.

Jon moved the Board vote to authorize Town Agent Bud Allen to sign the Thistle Hill Phase 3 Escrow Agreement. Second by Mike B and approved.

Selectboard Workplan:

At the last Selectboard meeting the Board briefly discussed the idea of developing a work plan for the next six months so Board meetings can be more proactive and less reactive tackling the most pressing business items. Also, as part of the work plan concept, specific Selectboard members would become the 'point person' or 'champion' of the topic or issue and work with the Town Administrator and appropriate staff persons to convey the information properly to the public and craft the decision making process. See meeting on July 9th with some topics we can build a work plan around.

Topics added to the list Joe put together were: inventory of assets, land and trees / highway gravel pit pertaining to recycle, drop off center / Stella Road – dialog with Redstone on it becoming a road / and thinking more about Town road standards.

Each Board member took on one or two projects that they will follow.

Wastewater Renewal

The Wastewater Allocation Ordinance states approved allocations are good for 3 years. Selectboard may elect to extend them for up to another 3 year period if project is actively being pursued to implementation. Letters were sent to expired allocation holders and the Town received responses from all requesting extensions.

Allocation Holder:

Blittersdorf; 830 gpd 3 SFR on Riggs Road

Recommendation:

One year extension to expire 6/30/13

Marie Aube Smith 210 gpd 1 SFR

One year extension to expire 6/30/13

Alan and Nancy Norris 210 gpd 1 SFR

One year extension to expire 6/30/13

KB Real Estate 420 gpd 2 SFR

One year extension to expire 6/30/13

Andy and Gail Riggs 210 gpd 1 SFR

One year extension to expire 6/30/13

(Note: SFR = Single Family Residence)

These allocations were included in the Uncommitted Reserve Capacity report approved at the 6/18/12 meeting. The Board asked Rocky if there was any reason not to renew for the 3 year period allowed and Rocky said there was not.

Andrea moved the Board vote to approve three (3) year renewals for the above wastewater allocations (8 single family residences- 1680 gallons per day) set to expire 6/30/15. Second by Tom and approved.

FY 2013 Tax Rate

This past January the Town discovered a mistake was made in the setting of the tax rate for both FY2011 and FY2012 (the same mistake simply repeated itself the second year since it was not caught in FY2011). This mistake was a consequence of misunderstanding the 411 form and the subsequent misreading of the municipal grand list total. As a result the Town under-billed property tax payers and captured slightly less revenue than originally anticipated. The overall impact to this mistake was minor, however, as revenues outpaced expenditures both years.

The correct figure is being used to calculate the tax-rate for FY2013. Although the grand list actually increased over the past year it appears on paper as though the grand list decreased when you compare the grand list used to set the tax rate last year and the grand list figure used to set the tax rate this year, due to the misread of the grand list total in FY2011 and FY2012.

Per the floor vote at Town Meeting the Town is obligated to raise \$2,497,673 in property tax revenue for the FY2013. This includes the \$500 addition which was approved as part of Article 17 – Other Business – for the Hinesburg Meal Site (social service agency). The municipal tax rate before the addition of fund balance is \$0.0020 greater than the fiscal year that just finished. The homestead education rate increased by \$0.0321, the non-residential education rate increased by \$0.0121, and the Local Agreement remained unchanged.

The Selectboard will need to determine the amount of fund balance to apply to the FY2013 budget. For budgeting purposes we used the figure \$108,000 in order to balance revenues with expenditures. The Selectboard should examine the Fund Balance Policy adopted last year for guidance. That policy states that the Selectboard is required to keep at least 7.5% of total general fund expenditures in Unassigned Fund Balance. As of the last completed audit – FY2011 – the Town of Hinesburg shows \$430,016 in Unassigned Fund Balance. This is an amount equal to roughly 14.29% of total general fund expenditures (\$430,016/\$3,010,084). If \$108,000 is applied to off-set the tax rate then the Unassigned Fund Balance would be just above 10% of total general fund expenditures. If the Selectboard wants to keep fund balance right at the 7.5% level then \$204,000 could be applied. The amount of \$167,500 would split the difference and keep 8.72% in the unassigned fund balance. It is important to remember that the fund balance figure is from last June 30. We anticipate ending this fiscal year with a slight surplus, too. But the figure \$430,016 should be the figure on the focus when making this decision.

Joe recommends applying the \$108,000 figure to off-set the property tax revenue and plan to use more fund balance in the FY2014 budget to offset the additional cost the Town will incur in the police department for carrying the total cost of a police officer for the fourth year of the COPS grant. By applying 'only' the \$108,000 figure the municipal tax rate will still be slightly less than it was this past year and we will be in a good position to keep the municipal tax rate even (or slightly lowered) in the FY2014 budget season.

The education tax rate makes up 75% of the total property tax bill in Hinesburg. The Board reviewed the total amount a homeowner will pay for the municipal and education portion(s) of the property tax bill given the value of their homestead and at the various possible levels of fund balance applied. The difference in property tax bill between adding \$108,000 or \$204,000 from fund balance ranges from \$38 for a homestead valued at \$200,000 to \$94 for a homestead valued at \$500,000.

Andrea moved the Board vote to apply \$108,000 from the Town's unassigned fund balance to balance revenues with expenditures in the Town of Hinesburg's FY2013 General Fund budget. Second by Tom and approved.

Mike B moved the Board vote to set Hinesburg's Total Homestead Tax Rate at \$1.9246 and Hinesburg's Total Non-Residential Tax Rate at \$1.9165. Second by Phil and approved.

275K Housing Foundation Bond

This is for Phase 2 of the Mountain View Mobile Home Park wastewater upgrade project. This is the second straight year the Town of Hinesburg has been the sponsor of a bonding project for the Housing Foundation, Inc. with the aim of upgrading their sewer infrastructure.

This pass-through bond will be paid in full by the Housing Foundation, Inc.

Mike B moved the Board vote to sign all appropriate final documents between the Town of Hinesburg and the Vermont Municipal Bond Bank for the \$275,000 wastewater improvement project in the Mountain View Mobile Home Park. Second by Tom and approved.

Town Administrator's Report

1. **Recreation Path Project** – Rec Path construction along CVU Road is going well, they have sub-base completed ready for finish grading from 116 intersection to CVU driveway. They completed boring under 116 for signal control lines but haven't started on the Merchants Bank side yet. They plan on continuing up CVU Road from the CVU drive to the Pond Road intersection, silt fence is installed. Starting Thursday after the fourth, they plan on another crew which will start from the Commerce Street end and work their way up Mechanicsville Road. Joe pointed out the Town will need to close Mechanicsville Road to facilitate construction of specific aspects of the project. At this point we do not have specific dates but would like to know if there would be general approval of these closures. Joe said there will be 4 days' notice given and expect closure for about a week. The Selectboard agreed that is the best choice for timely completion of the project.
2. **Impact Fees** – Per the last Selectboard meeting, Joe worked on contract language between the Selectboard and Mike Munson in order to update the Impact Fee Ordinance. Andrea moved the Board vote to approve the Town Administrator sign the contract on behalf of the Town of Hinesburg authorizing Michael Munson to perform the prescribed work on the Impact Fee Ordinance. Second by Jon and approved.
3. **Wastewater Loan Repayment** – Andrea moved the Board vote to authorize the Chairman of the Selectboard, Jon Trefry, to sign the revised loan agreement with the Vermont Municipal Bond Bank for the ARRA funded wastewater upgrade project revising the actual borrowed of \$1,553,216 compared to the originally approved amount of \$1,591,676. Second by Phil and approved.
4. **Lease Financing** – All documents signed. Excavator has been delivered and is in operation; we are still waiting to take hold of Rocky's pick-up and the dump/plow truck.
5. **July 4th Recap** – Great parade, great day, awesome storm, fantastic fireworks.
6. **250th Recap** – Very nice ceremony. Unveiled 'the Rock'. Thanks to Jean Minor and the entire Historical Society for such a nice event.
7. **Website** – The Town will have a 'soft' unveiling of the new webpage in the next two weeks and then a more formal 'ribbon cutting' the first meeting in August. It is very nice and a significant improvement in terms of aesthetics and functionality to what we have currently. It's also worth noting that we have been making an effort to utilize the Town Facebook page. We have increased our followers substantially.
8. **Committee, Boards, Commissions** – Per the new policy, all CBC Chairpersons have been contacted so to find out if any current members with terms expiring would like to be reappointed (without going through the interview process). They have until August 1 to inform the Selectboard of their intention. We will publically advertise for all open CBC seats on September 1st and plan to

interview candidates during the month of October and fill seats the 2nd meeting of October for the new terms.

9. **Lavigne/Buck Hill West Intersection**– See 6/25/12 email from Greg LeRoy. Also see 07/05/12 letter from Chief Koss.
10. **Sidewalk Project** –The sidewalk connection from H&M Auto to Lyman Meadows Rd in front of Doug Mead’s house changed a lot in scope. This was originally planned with a crosswalk, storm water catch basin relocation and additional sidewalk on the HCS side of 116 at the east end of their bus drive. The school didn’t want the crosswalk or curbed sidewalk because they use that area for snow storage. VTrans District 5 didn’t want the additional crosswalk either. All the work including the crosswalk and work on the HCS side of 116 got eliminated from the project. Originally budgeted at \$42,000, the modified project was constructed for \$22,737. The Board agreed to paint a crosswalk along the Hart & Mead station entrance.
11. **FY2013 Budget** – The new fiscal year has started. And with this new fiscal year we are starting the new capital budgeting system. All capital projects will be paid out of a new account. Instead of using the 440 account we have set up a 600 account for the capital projects. This will be reflected in the weekly warrants. Joe will be approving all capital invoices for the first year until the system is up and running (smoothly).
12. **VT Natural Gas Meeting** – Phil Pouech and Joe are met with Steve Wark regarding the possibility of extending VT Gas service in Hinesburg. This meeting was a result of the presentation Steve gave the Selectboard a few weeks ago regarding the plan to extend the gas line through Hinesburg along the VELCO right of way. The meeting is about extending the existing infrastructure to more customers. Phil reported the apparent cost to covert the standard furnace in a mobile home is very costly. There is also the issue of minimum number of customers to make it cost effective. Phil will continue work on the project.
13. **Weekly Wednesday reports** – July 11th will be our first weekly Wednesday report. These will be available to the public on the website. They will most likely supplant the need for a separate ‘Town Administrator’s Report’. Joe plans to go over some of the highlights of those reports during the ‘Town Administrator’s Report’.
14. **Wind Damage** – Estimated \$5000 worth of downed tree damage on Sherman Hollow, Magee, and Swamp. We will contract out the clean-up service to Vaillancourt.
15. **116 Traffic Lights** – Alex and Joe met again with representatives of VTRANS regarding traffic flow on 116; specifically the signalization at the Lantmans, 116, Charlotte Road intersection. As a result of the meeting, VTRANS will tweak the signals slightly. They will add more time to 116 traffic and take a little bit of time away from the connecting roads. This will have a minor impact on the rolling queue. The change that would yield the greatest benefit would be to synchronize Lantman’s exit with Charlotte Road. The traffic engineers do not favor the synchronization plan until some site modifications can be made to the Lantman’s side of the intersection: move the sidewalk, move up the stop-bar, remove a tree, etc. These changes are part of the ‘Hannaford’ solution to the intersection. Of course, if Hannaford is permitted it will still be a number of years until this change would actually occur and the traffic pattern at the intersection would be altered; furthermore, this is creating a problem now and waiting for Hannaford could be a long wait. We will start working with the Regional Planning Commission to fast track the necessary changes needed to the site in order to synchronize the lights at that intersection. The Board asked Joe to check if the Town can do the improvements with Town funds and avoid all the paperwork associated with State regulations.

16. **Act 250 Municipal Impact Questionnaire** – Another ACT 250 revision for the former Saputo site. This one is for the proposed restaurant and bar. There does not seem to be any unreasonable burdens on municipal services (fire, police, water, and wastewater). FYI, the restaurant is seeking to be open late (until midnight on Friday and Saturday) and we have had a few discussions regarding the fact that there will be alcohol served later than police protection is offered by our force. We do not believe this to be an issue that cannot be reasonably handled. If there are problems the Selectboard will always have the option of amending their liquor license. Andrea questioned the approval for the business to remain open till midnight. Jon pointed out the Board does not know what the DRB decision is at this time.

Mike B moved the Board vote to allow the Town Administrator to complete and the Act 250 Municipal Impact sign Questionnaire. Second by Tom and approved.

SELECTBOARD

Mike B asked about the Shelburne Falls Road culvert project – Joe said the contractor says it will take place in August.

WARRANTS

Jon moved the Board vote to approve the warrants, including payroll warrants, as submitted by the Town Treasurer. Second by Mike B and approved.

MINUTES

Andrea moved the Board vote to approve the March 2012 Town Meeting Minutes as amended. Second by Mike B and approved with Tom abstaining.

Mike B moved the Board vote to approve the minutes of June 18 as amended. Second by Jon and approved with Phil abstaining.

Mike B moved the Board vote to adjourn at 10:00 p.m., second by Tom and approved.

Respectfully submitted,
Valerie Spadaccini, secretary