

**TOWN OF HINESBURG
SELECTBORD MEETING
MEETING MINUTES
JULY 23, 2012**

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

Mike B, as Vice Chair, called the meeting to order at 7:00 p.m.

CCTA Update

CCTA's new General Manager, Bill Watterson, was in attendance to introduce himself to the Selectboard and community. He also provided an update on the status of the Burlington – Hinesburg route.

The figures below are for the Hinesburg – Burlington route after three (3) months of service. It's typical for summer months to be a little light. Service started April 23.

<u>April</u>	<u>May</u>	<u>June</u>	<u>Total Ridership to the end of June</u>
289	1,059	912	2,260

Bill said the goal is to have 65 riders a day average by the end of the third year. He noted the need for a passenger shelter for those waiting for the bus. Two new 28 passenger busses will be coming thanks to the NRG matching funds.

Phil asked about Town funding. Joe noted there is \$35,000 allocated in this year's budget and the figure will increase slightly each year. Karla said there have been discussions regarding each towns share specifically around the ridership from Butler Farms and possible additional funding from So Burlington.

Review Animal Control procedures with Chief Koss

The Town is currently without an Animal Control Officer. Chief Koss recommends the Selectboard appoint Ed Waite as ACO. Ed is a good choice for this position. As stated in Koss's and Erb's memorandums to the Selectboard, Ed will need to receive a conditional use permit via the DRB in order to house pets/animals at his residence. Until that time Ed will use the garage at Mechanicsville and Rte 116 – a town owned piece of property. The Town will need to invest in some equipment and materials (two kennels, old blankets, bowls, etc.).

According to Alex, Ed will need to see the Planning Department about three (3) weeks prior to a meeting in order to get the proper information ready for approval by the DRB. Assuming there are no 'issues' with his request, he should be approved in a single meeting.

Phil asked to have a written job description.

Tom moved the Board vote to appoint Ed Waite to the position of Animal Control Officer. Second by Andrea and approved

Frank said he would have a written job description and contract for the next Selectboard meeting.

Phil moved the Board vote to authorize the Use of the old fire station at the intersection of Rte 116 and Mechanicsville Road as a temporary kennel and purchase the necessary pieces of equipment for that purpose not to exceed \$500.00. Second by Andrea and approved.

North Road Paving Bids

Per the FY2013 capital budget approved as Town Meeting, the Highway Department is preparing to pave 2.3 miles of North Road and possibly a small portion of Richmond Road (FY2014 section) depending on the price per ton. The Town of Hinesburg has been notified that it will receive a state grant to pay for 90% of the project. This grant funding was predicted as part of the revenue stream for FY2013. Bids are due to Mike Anthony 4pm Monday evening. Mike will open them and examine the bids prior to the meeting.

The Highway Department will close North Road the week of July 23 – 26 to change culverts in preparation for this paving work. The paving work will be completed by the end of September. We will have to close all or portions of North Road during the paving process, too.

Mike said the bids were \$73.70 from ST Paving; 72.76 from Pike and 69.20 from SD Ireland.

Tom moved the Board award the FY2013 North Road Paving Contract to SD Ireland at their bid price of \$69.20per ton. Second by Phil and approved.

Lake Iroquois Association Excavation Work

Highway Foreman Mike Anthony and Joe have been working with the Lake Iroquois Association on a stormwater abatement project to help mitigate sediment loss and erosion below Dynamite Hill on Lake Iroquois. The Town worked with the Association's engineer last summer when installing a 36" culvert so this mitigation project would not be compromised. Joe believes the Association received some monetary help from Williston (\$4,000) and Richmond (\$400); Mike offered to do some digging/excavating work for them as an in-kind donation from Hinesburg.

The 'digging' is to help build a stone wall catch basins on Pond Road at the bottom of Shadow Lane. The problem is that it appears the Town does not have the right piece of equipment to do this work. We were hopeful the new excavator would be sufficient but it is just not the right machine for the job. Therefore, the project will have to be contracted out, if it is to be completed. Total cost of the contract will be around \$5,000. The total cost of the work being done on this project is around \$82,000. The project will be completed in phases.

Roger Crouse of the Association explained they received a grant for the engineering but applied again for the actual construction work and were denied.

Phil asked with Dynamite Hill being a private road and with the possibility of further development adding to the problem, would this problem be addressed by the DRB?

Andrea noted the Selectboard needs to be more diligent and make the DRB aware of these issues.

Andrea moved the Board vote to approve allocating up to \$5,000 to hire a contractor to do the excavating work for three (3) stone catch basins on Pond Road as part of a stormwater abatement project to help mitigate sediment loss into Lake Iroquois. Funding for this project will come from the highway department ditching fund. Second by Tom and approved.

Catch Basin and Stormwater Issues at the Intersection of 116 and Charlotte Road

George Dameron reported to the Board that the catch basin at the intersection of Rte 116 and Charlotte Road does not function properly. Rain water simply overshoots the catch basin sending stormwater running down Charlotte Road; this causes erosion on Mr. Dameron's property and eastward up the hill towards Rte 116 and unsafe driving conditions for those coming up to the intersection on Charlotte Road. In emails from 2009 the State acknowledges the catch basin is an issue. Specifically, in an August 20, 2009 e-mail from Dick Hoskins the State, under idea #3, stated that they could do the proper correction. However, in subsequent emails the State seems to tie in any improvement to the drainage system to the proposed sidewalk project on the west side of Rte 116. Of course, that sidewalk project has been held up for a number of years due to disputes with some of the property owners on the route so if the State continues to put off this project until the sidewalk project is underway we could all be waiting for a long time. This is a problem now and should be addressed now.

There is also a catch basin in front of Mr. Dameron's house along Charlotte Road that is quite a bit below grade. This is a safety concern more than anything and would definitely cause damage to an automobile if the driver swayed too close. It may be possible to put a grate closer to grade level but that solution could be mortal to the tree that abuts the catch basin.

Rob Bast shared some history regarding the culvert problem from his time as a Selectboard member. He states that clearly the State is the responsible party.

The Board agrees the State should take responsibility for the system and suggests this be tied into the culvert replacement that will be done in preparation for future paving of Rte 116.

Andrea moved the Board vote to send a letter to the State of Vermont, Agency of Transportation District 5, and request that the catch basin at the intersection of Rte 116 and Charlotte Road be replaced immediately so it can be installed for the Rte 116 re-paving project scheduled for 2013 to prevent storm water from shooting down Charlotte Road and to include in the letter coordinating replacement with the anticipated culvert replacements. Second by Tom and approved.

Consider Approving Town Sponsored Sidewalk Grant Application with NRG

WindNRG Partners, LLC requests the Hinesburg Select Board's authorization to submit a grant application to the 2012 VTrans Bicycle & Pedestrian Program on behalf of the Town of Hinesburg. The application would be to fund 90% of the costs of the design and construction of an asphalt, "shared-use" path more or less paralleling the east side of VT Route 116 from Commerce Street to CVU Road. See attached map.

WindNRG Partners will:

- deed the necessary 20-foot wide easement to the Town;
- donate the time and effort of Martha Keenan to write and submit the application,
- provide the balance of the required 10% cash match after the costs of the Jolley path portion are subtracted.

History

Vehicular traffic on Rte. 116 through the Village of Hinesburg has increased dramatically in recent years and will continue to increase as proposed residential and commercial development occurs. However, the stretch of Rte. 116 from Commerce Rd. to CVU Rd. makes no provision for pedestrians or cyclists: road shoulders are lacking and the pavement edge is uneven and fragmenting. Pedestrians and cyclists either avoid this section or run great risk of injury.

The need to accommodate pedestrians and cyclists was recognized at least as early as 2002 when the *Route 116 Hinesburg Village Corridor Study* recommended “improved pedestrian and bicycle facilities as well as traffic calming in order to provide alternatives to the automobile for residents to access local business and community facilities.”

Accordingly, in 2002 when Howard Riggs applied for a subdivision permit, a 20-foot wide pedestrian/bicycle easement along Rte. 116 was required to be added to the final plat “to provide an alternative pedestrian/bicycle connection between Commerce Park and the CVU-Ballards Corner area.” The final plat and deed noted that construction costs of future pedestrian or bicycle improvements were to be borne by future lot owners improving the property. The Blittersdorfs purchased the land in 2003 and indicated their intention to construct a sidewalk or path along the entire distance from Commerce Rd. to CVU Rd. as soon as the Town secured the necessary path/sidewalk easement on the Jolley Minimart property. The Town will acquire this easement in the next few months as a condition of Jolley’s Conditional Use Approval dated July 5, 2012.

The proposed 3,100 feet of new path will complete the pedestrian/cyclist loop that is now under construction along Mechanicsville Rd. and CVU Rd.

Consistency with Town Plan

Construction of the proposed shared-use path is consistent with an objective of the *2011 Hinesburg Town Plan*: “to strive for safe and well-designed transportation systems including an interconnected network of sidewalks, trails, bike paths, and greenways.” Goals for the Village Growth Area include changing the character of Route 116 to a “Main Street,” creating and reinforcing “gateways” into the Village to give people a sense of arrival, and creating a truly “walkable” community by working toward safe and convenient pedestrian access to all portions of the Village. Specific recommendations include:

- plan for and install sidewalks on both sides of Route 116 through the Village area,
- ensure village sidewalks and paths are connected and linked to significant destinations outside the Village,
- redesign the main portion of Route 116 through the Village to make it safer, more pedestrian friendly, more efficient, and more attractive, and
- implement the provisions of the *2002 Route 116 Hinesburg Village Corridor Study*.

The Official Map for the Village Growth Area reinforces these ideas, identifying both a sidewalk and a trail running north-south along the east side of Rte. 116 between Commerce Street and CVU Road.

Costs

Based on VTrans Report on Shared Use Path and Sidewalk Unit Costs updated 2010, the estimated budget for this project is \$800,000. VTrans will reimburse 90% of project costs. The required 10% non-federal match (\$80,000) will be paid by WindNRG Partners, LLC. and SB Collins, Inc.(Jolley) (in lieu of building the path on his property) and the Town must agree to maintain the path once it is constructed. This is the only cost to the Town.

Feasibility and Rights-of-Way

Jon Kaplan, Manager of VTrans' Bike & Pedestrian program, has indicated that a formal feasibility study is not required prior to design and construction of this shared-use path because of the scoping, permitting, design, and budget work that WindNRG Partners, LLC has already completed. No additional permanent easements, beyond the WindNRG Partners, LLC and Jolley easements, are needed for this project.

Grant criteria

This shared-path grant application will be very competitive because it meets the four stated emphases of 2012 VTrans Bike/Ped Program:

- addressing safety issues,
- connectivity to other bicycle and pedestrian facilities,
- location within a village center, and
- improving access to businesses, residences, and schools.

It has been many years since grants have been offered through the VT Bike/Ped program and it may be many more years before such an opportunity comes again. Hinesburg should seize this opportunity. With a timely go-ahead from the Select Board, and cooperation from Town staff, it will be possible to meet the August 24, 2012 grant deadline.

Andrea noted that the drawings shown are conceptual and may change due to elevation requirements.

Phil asked about the possible impact on the path with the repaving of Rte 116. Martha said the State may pave a bike path which would change the type of path NRG would construct. Martha noted the Town's only responsibility will be plowing and maintenance of the completed path.

Andrea supports the grant application and notes that if successful; when final engineering and costs are completed the Town will need to look at the details.

Tom moved the Board vote to authorize the Town of Hinesburg to submit a grant application for the 2012 Vermont Bike & Pedestrian Program. NRG will complete all necessary work to prepare the grant for submission and pay the 10% local matching funds if the project is funded. Second by Andrea and approved.

Consider Approving NEMRC Contract

Marie Gardner explained to the Board that the consulting firm the Town of Hinesburg has contracted with for assessment services, Automated Property Assessment Services (APAS, LLC) has merged with NEMRC and so the Town needs to sign a new contract with NEMRC for assessment services. All terms and charges remain the same. NEMRC is also the company that provides the Town accounting software and the CAMA software most listers use in Vermont. There will probably be some savings in efficiency in dealing with one company for accounting and listing services software needs.

Andrea moved the Board vote to Sign a Contract for Assessment Services with NEMRC for Assessment Services between July 2012 and June 30, 2013 at the Monthly Rate of \$1,625 and have the Town Administrator Sign the Contract on Behalf of the Town of Hinesburg. Second by Phil and approved.

Mobile Home Reappraisal

A year and a half ago the Lister's office requested to do a reappraisal on mobile homes in Hinesburg. This reappraisal seemed necessary because our Coefficient of Dispersion (COD) has been high in that category (mobile homes) and because the mobile homes were not appraised during the 2006 Town-wide reappraisal. The COD is a one of the criteria the triggers a reappraisal; the other trigger is the Common Level of Appraisal (CLA). The COD is a measure of the average deviation from market value of sold properties from the average town wide level of appraisal. If the COD is greater than 20% then a town-wide reappraisal is necessary. Currently, Hinesburg's COD is 9.10% but the mobile home portion of the COD is at 49.86%.

In 2006 the values of the mobile homes seemed to be in perfect alignment; so there was no reason to spend the time and effort on that task. Special note: the mobile homes in the mobile home parks only will be reappraised; not the 'parks' themselves.

Now it is 2012 and Marie recommends the Town go forward with this project. With the Boards approval, the mobile homes will be visited around July 27th. The charge per parcel will be \$25 (opposed to \$40 during a full reappraisal). Each mobile home will be measured and inspected. The funds for this project will come from the reserve fund the Town receives from the State of Vermont specifically for reappraisals. Estimated total cost of the reappraisal will be around \$4,000.

Marie predicts that the reappraisal will actually lower the Town's grand list because the mobile homes have been selling for less than their appraised value.

Andrea moved the Board vote to have NEMRC perform the reappraisal work on the Town's mobile homes in the mobile home parks at the per parcel rate of \$25 and to have the funds from the reappraisal reserve fund allocated for this project and have Town Administrator sign contract documents for this service. Second by Phil and approved.

Phil asked Marie if in the reappraisal process the type of heat and fuel used will be recorded. Marie said they will try to get that data but are not assured entrance to each home.

Appointment of new Town Lister

Currently, the Town of Hinesburg has two (2) Listers. Marie Gardner and Andrew Dennison. Freeda Powers, formally the part-time assistant in the Planning & Zoning office has shown interest in taking on some of these responsibilities. Freeda was an excellent employee and Joe and Marie believe she would be an ideal candidate for this job. The Town budgets \$3000 annually for this work; in the past few years the Town has not spent these funds because Marie has been paid from the Listers Assistant line-item. That line-item is budgeted for \$16,000+ and that line-item has been underspent by a few thousand the past number of years.

The plan, at least for the near-term, would be for Freeda to come in once or twice a week, when Marie is working, to learn the job function and to assist Marie. Marie's goal is to teach Freeda all aspects of the Lister's duties. This could benefit the Town in the future because, potentially, Freeda would be in a position to take over these duties from Marie if/when she retires.

This would be an appointed position and Freeda, if interested in continuing service in this capacity, would have to run for election in March.

Andrea moved the Board vote to appoint Freeda Powers to the position of Lister and compensate her at the hourly rate of \$15.80. Second by Tom and approved.

Village Steering Committee Benches

The Village Steering Committee is requesting permission from the Selectboard to place benches along the pedestrian walking infrastructure to enhance the experience one might have while walking in Hinesburg Village. These benches were salvaged and refurbished by Selectboard member Andrea Morgante at no cost to the Village Steering Committee or the Town of Hinesburg. The Village Steering Committee would like to have these benches erected immediately. The proposed location of the three benches:

- 1) At the end of the Town Hall parking lot where the bus stops. This could also be beneficial for watching soccer games;
- 2) At the corner of Commerce St. and Mechanicsville Road on the south side of the canal. There are two trees near the road, a very nice place for a bench. This is on Town property;
- 3) On 116, walking north on the sidewalk, there is a large pine tree with the ground in back of it kind of hollowed out. It is not near the other trees closer to the canal driveway. It would not interfere with the planned cafe because it is not close to it at all, but it is nearing the top of the sidewalk.

Phil moved the Board vote to approve the placement of the three (3) recently restored benches in the Village Center as proposed by the Village Steering Committee. Second by Tom and approved.

Karla noted that a notice could go to Town residents that they have an opportunity to donate a bench in memory or in honor of a loved one for future bench purchases.

Paperless Selectboard Policy & Computer/Tablet Purchasing Program

The Selectboard has discussed the possibility of going paperless and to more fully utilizing the availability of the electronic Selectboard packets, in an effort to be more efficient, more open, and more ecologically mindful. Joe proposed September 10, 2012 as the first meeting to be completely paperless. The Town already posts all Selectboard information publically on the Town's webpage without differentiation between board information and public information. In addition to the reduction in the environmental impact of the producing the paper packets there will also be a cost savings from the savings in employee hours spent collating packets, toner and paper used in the creation of Selectboard packets. The few issues that are, in fact, confidential will be provided to Selectboard members separately.

Each Selectboard member and the Board Clerk will be provided a tablet computer. At the time of this changeover the preferred tablet will be the Apple iPad II. Selectboard members will be responsible for bringing the devices to meetings and will use them in lieu of the paper packets.

The Town will purchase the device for Selectboard members and the Board Clerk. The total cost will be roughly \$500. Computer tablets purchased by the Town of Hinesburg will be property of the Town of Hinesburg and the use of the tablet will be regulated by the Town of Hinesburg. Additionally, however, the Town will offer a purchase option for Board members. The advantage to the ownership option is that it would eliminate any potential issues with personal use of a Town owned device. If a Board Member already owns a tablet computer and wishes to use it, the Town will provide any necessary hardware and software applications. A Member may also opt to use their own laptop or other electronic device instead of the iPad as long as it does not present an obstruction during the meeting and they are able to successfully receive, store, view and use Town documents.

As stated above, the Town will offer a purchase option. This option will be available to Selectboard members and employees alike. The purchase option will allow employees and Selectboard members to purchase their device through the Town of Hinesburg at the government discount rate. This option will also allow employees and Selectboard members to have the Town pay the upfront cost of the device and to set-up a zero-interest payment plan with the Town via automatic payroll deductions. The government purchase option will not be limited to just the iPad II. Any Apple product available from Small Dog Electronics will qualify for this program.

Andrea moved the Board vote to adopt a paperless Selectboard meeting culture effective September 10, 2012 and to provide Town owned tablet devices to Selectboard members, Board Clerk, and Town Administrator. Second by Tom and approved.

Tom moved the Board vote to allow Selectboard members and Town Employees the benefit of purchasing any product from Small Dog Electronics through the Town of Hinesburg's government purchasing discount and grant the ability of arraigning a zero-interest payment plan via payroll deductions for purchased products. All payment plans must be repaid in full within 6 months of purchase and payment plans may not extend between two fiscal years. Second by Andrea and approved.

Phil asked if there is a policy in place on employee use of Town computers. Joe will check with VLCT.

Town Administrator's Report

1. **Weekly Updates** – Feedback has been very positive. Any ideas for improvements would be most welcome. Joe said he hopes Selectboard members take 90secs each week to review the Weekly Report. We have two (2) weeks' worth of reports available on-line.
2. **Return to Work Policy and Designated Medical Provider** – The Safety Committee has been working on a Return to Work Policy. This would allow the Town to find suitable/light duty work for an injured Town employee during their rehabilitation phase. For example, if a police officer is unable to do his/her duty because of an injury or illness sustained at work, that employee could be assigned paper work or office work at the police department or potentially in another Town department. We will ask the Selectboard to adopt this policy at the next meeting. Policies like these are encouraged by our insurance company and have been proven to be effective ways to keep employees engaged and help get them back to work quicker
3. **Medical Marijuana Dispensaries** – See June 23, 2012 Burlington Free Press article. Section 18 V.S.A. 4474l, states that "nothing shall prevent a municipality from prohibiting the establishment of a dispensary within its boundaries or from regulating the time, place and manner of dispensary operation through zoning or other local ordinances." The Board agreed not to take any action on this at this time.
4. **Wellness/VLCT Health Screening** – VLCT will be doing free health screenings for employees covered by Town health insurance on August 7th. Joe would like to offer this service to those few employees who are not on the Town health plan. The cost per person for those not on the health plan is \$45. The Board is in favor of the Town's paying for this screening for those not on the Town health plan.
5. **Town Staff Vacations in August** – August is typically high time for vacations. We are coordinating internally so we know who will be in who will be out at any given time between the end of July and Labor Day. We will have a bit of a skeleton crew the first two weeks of August.
6. **Selectboard Work Plan Items–**
 1. **Natural Gas Expansion East Along Richmond Road(P.P)** – Alex and Rocky put together map with utility and geographical features for VT Gas in order to have them 'run the numbers.' This map sent to VT Gas last week (July 16-20); VT Gas to have numbers to the Town by Thanksgiving. Should start looking into outside financing (grants or otherwise) to help with capital and connection costs. This could be task of Affordable Housing or Economic Development Commission.
 2. **FY2014 Budget (P.P)** – No Action. Joe and Phil need to develop a Budget Plan in August.
 3. **Public Safety Building (M.B)** – VIA met with Chief Koss, Chief Barber, Alex, Joe and Rocky on July 17th to start work on Phase 3 – Master Planning. The goal is to have Phase 3 complete and to the Selectboard on August 20. Mike Bissonette will need to work with the committee to develop a timeframe this project should

follow leading up to a bond vote. This needs to be done immediately so the Selectboard can endorse a timeline and we can plan work accordingly.

4. **Economic Development Committee (M.B)** – Mike met with Joe to review Mission Statement. Mike and Joe looking to simplify the Mission Statement and make-up of the committee before publicizing for the open seats starting September 1st.
5. **Impact Fees (A.M)** – Contract with Mike Munson signed. Mike is setting up meetings with Marie Gardner and Peter Erb to get started on the project. Meeting with Peter to help codify language; meeting with Marie to look at value opposed to square footage charges.
6. **Stella Road (A.M)** – No Action Yet.
7. **HWY Garage (A.M)** – No Action Yet.
8. **Biss Field Project (T.A)** – Tom Ayer met with Joe very briefly to pick up documents related to this project. Joe and Tom will meet with Mr. (Wayne) Bissonette and his family when he returns from Florida to review steps for land transfer. In the meantime, thought needs to be put into financing the project ASAP.
9. **Rural Area Zoning (T.A)** – Expecting Planning Commission to submit Rural Area Zoning to the Selectboard in the fall; Tom will be main point of contact as hearings and meetings begin (September/October/November)
10. **Well 3/Water Dept Issues (J.T)** – Jon is meeting with Joe, Rocky, Kayhon, and Brian M. on August 3rd to get caught up to speed on the latest, to identify the issues, and develop a work plan for the Selectboard and staff to follow.

SELECTBOARD ITEMS

Andrea mentioned the potential grant opportunity from ECOS. Possible projects for Hinesburg would be to look at the Town gravel pit / continue support for recycling / address the Beecher Hill Brook problems.

Tom reported he has heard from 5 volunteers for the 4th of July committee and has forwarded their names to the Recreation Director.

Mike B asked about the status of Weed Road. Joe said the Board needs to set up the public hearing.

WARRANTS

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

Phil moved the Board go into executive session including Joe and Rocky for personnel discussion. Second by Tom and approved.

Phil moved the Board come out of executive session and adjourn, second by Tom and approved.

Respectfully submitted,
Valerie Spadaccini, secretary