



Select Board

Town Of Hinesburg

10632 Route 116 Hinesburg VT 05461

802.482.2281 | hinesburg.org

Meeting Minutes - January 7, 2013

Minutes Approved 1/21/13

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

Meeting called to order at 6:00 p.m.

FY2014 Budget

The first hour of the meeting is dedicated to discussion of the proposed FY2014 budget. Joe incorporated a memo (12/28/2012) summarizing the budget process to date and show visually the line-item cuts and additions that have been discussed to date and how those changes to the originally proposed budget would impact the bottom line and the estimated tax rate.

Some changes discussed by the Board include; Change funding for the storage barn to 3 years – Andrea said she thinks it is good to put some funds in for this but feels the Town is not ready to build this year. Need to plan where it would be and what would be stored in it. Phil agreed. Mike B noted from the audit results there are some extra funds and perhaps some could be put toward the shed. Andrea said the Board historically has not taken money from the reserve fund for a project it has always been used to offset the budget.

Any proposal for use of reserve funds for a project would be brought to the voters, could put 1/3 of cost in as a placeholder.

Fog Line Painting – reduce amount and do the project over a three-year period instead of two year.

Planning Special Projects – West Side Road scoping, reduce by half. Joe will check with Alex on the impact of such a reduction.

Highway Equipment – eliminate the electronic speed sign / reduce engineering to \$1,000 / and reduce excavating to \$5,000.

Tom addressed the Town Forest Committee request for \$5,000. He feels any revenue from the Forest should be able to cover the expenses.

Nancy Dunlap was present to ask the Board about her request regarding property tax late payment charges.

Jon said the policy was voted on and approved by the voters in Town and the Town Treasurer administered it according to the way it is written.

Agency Request Review Committee FY2014 Budget/Funding Request & Committee Review

The Agency Request Review Committee presented their budget recommendation to the Select Board. Their allocation recommendation for FY2014 is slightly less than the FY2013 budget amount, \$28,744 compared to \$29,150. The Select Board will have the opportunity to adjust the recommendation of the ARRC prior to setting the Warning for Town Meeting if it so chooses. If other social service agencies decide to seek Town funding for FY2014 a Motion from the floor at Town Meeting would be required. Funding for the social service organizations are voted at Town Meeting as a separate item. The ARRC will review their mission statement and give their annual organizational update to the Board.

Co-Chair: Amanda Van Vranken & Kate Dodge	
Recording Secretary Katharine Hikel	
Meetings Held: As Needed, Contact Committee for Upcoming Schedule	
Email: arrc@hinesburg.org	
	Term Ends
Kate Dodge	1/01/16
Katharine Hikel	9/30/13
Kristin Miskavage	12/31/14
Gay Regan	12/31/14
Kate Schubart	12/31/14
Amanda Van Vranken	1/01/16

The committee noted they did not fund the Red Cross this year as the organization stated they had not served any Hinesburg residents over the year.

Frank Koss said the Red Cross keeps a trailer with supplies for an emergency shelter at the Fire Department, which would be used if needed.

Tom moved the Board approve including \$200 for the Red Cross. No second and motion withdrawn.

Mike B. moved the Board accept the FY2014 Budget Allocation Request of \$28,944 for Agency Funding and to take the Recommendation into Strong Consideration when Setting the Warning for Town Meeting on January 28th. Second by Tom and approved.

Andrea made a motion on behalf of the Board to thank the Agency Request Review Committee for the work they did in reviewing agency requests and for their recommendations. Second by Mike B. and approved.

FY2014 Library Budget Presentation and Request

Sue Barden and Katherine Kjelleren were present to review the Library proposed FY2014 budget and Town allocation request to the Select Board. Their request for FY2014 is up about \$2,368 from the current year. At least one Select Board member recommended a reduction of \$10,000 to the Library budget in FY2014 as a way to control the overall budget; this request before the Board is in direct conflict with that desire. Like the Agency Request Review Committee, the Library budget is voted on as a separate Article at Town Meeting.

Jon asked about the capital expenses. Sue said the \$10,000 shown partially funds work needed to repair the building and grounds. The remainder of what is needed comes from the endowment fund.

Phil suggested the trustees write a policy on how the endowment is to be used.

The Board asked that Sue show all revenue as well as expenses.

Mike B. asked about the salaries, as it is a large percent of the budget. Sue said each year she reviews to see if they are in line with other area libraries and staffing pay is in line.

Phil moved the Board vote to accept the FY2014 Carpenter-Carse Budget Allocation Request of \$194,793 and to take the recommendation into strong consideration when setting the Warning for Town Meeting on January 28th. Second by Andrea.

Mike moved to amend the motion by reducing the amount by \$5,000. There was no second to his motion.

The original motion was voted and approved with Mike B. opposed.

Presentation of FY2012 Audit

A copy of the DRAFT audit is included in the Select Board packet. Don Murray, CPA with Fothergill, Seagale & Valley, was present and reviewed the highlights of the audit with the Board.

Discuss Public Safety Facility Project

The Public Safety Facility Committee met again on January 2nd and was able to reassess the project after the last Select Board meeting and still feel that moving forward as originally proposed is the best course of action.

The entire committee still feels the plan put forward at the December 17th Select Board meeting and agreed to by the Select Board is the preferred alternative. However, we believe that the bond request should be closer to \$1,020,000 rather than \$1,100,000 and will iron the figure to place on the Warning in the very near future. Furthermore, we are planning to unveil plenty of information in the near future and will host two (2) public meetings in February.

John Kiedaisch said he does not feel there is time to explain the project adequately to the Town for a vote in March. He believes there should be a description of the whole project with emphasis and detail on the Police Department.

Frank Koss said it is important for people to come to the public meetings where he will be able to answer all the specific questions people may have on the building proposal.

July 4th Committee Update & Fire Works Contract

Thanks to Tom Ayer's solicitation of community volunteers to take up the mantle of carrying on the 4th of July tradition in Hinesburg. Unlike past years, when a private group of dedicated volunteers took on the charge, this group is now a sub-committee of our Recreation Commission and therefore part of the Town's umbrella and purview.

Shannon Emmons was present to request the Board to approve a contract agreement with Northstar along with payment of \$5,000 for fireworks. There was some confusion on the amount of funds available to the committee. This will be held till next weeks meeting.

Interview for CBC's

Andrea Regan interviewed exactly one (1) year ago for the Town Forest Committee; at that time Paul Wieczoreck was appointed by the Select Board. A few weeks ago the Select Board appointed Chris Haviland to an open seat. Mike Potvin is also a candidate for consideration; he interviewed with this Select Board.

Andrea Regan was present to express her interest in being on the Town Forest Committee. She grew up in Hinesburg and recently returned to live here. She enjoys outings in the Town Forest and is interested in working on the management plan.

Matt Sayer was present to express his interest in serving on the Economic Development Committee. He has lived in Hinesburg for two years and has a wealth of experience in business marketing.

Tom moved the Board vote to appoint Mike Potvin to a seat on the Town Forest Committee until January 1, 2014. Second by Mike B. and approved.

Tom moved the Board vote to appoint Matt Sayer to a three-year term on the Economic Development Commission through January 1, 2016. Second by Andrea and approved.

Recreation Path Project Update: Contract Amendment #4; Change Order

Amendment #4 is the actual agreement between the Town and VTRANS for the Recreation Path Project. This document outlines agreements both parties made over one (1) year ago; we are just now in a position to sign. Please see Rocky's December 26th memo in your packet for a summary.

Mike B. moved the Board vote to authorize the Select Board Chairman to Sign Amendment #4 to the Cooperative Agreement for Advancement of Municipal Project Hinesburg STP BIKE (22)S. Second by Andrea and approved.

UPDATE

S.D. Ireland has initiated the request for additional funds process not covered by the original contract. As of this writing the Town has not yet received a specific proposal; however, as a result of a meeting we had with S.D. Ireland before the New Year, we checked with VTRANS on this possible request and they agreed that S.D. Ireland is not due additional funds for this project. If S.D. Ireland makes this request, it will be in the form of a change order to the contract and thus will have to go before the Select Board for review and a determination. Any decision made by the Select Board would have to be review and approved by VTRANS.

Town Administrator's Report:

1. Huntington Police Services Contract – Included in the Select Board packet is a 'concept' contract sent to Huntington outlining what an inter-municipal agreement might look like if Hinesburg offered some police services to Huntington. At the request of Huntington officials, Chief Koss and Joe met with them on this topic. Nothing in the contract is binding and we can discuss this more in the future.
2. VT Gas/Addison Natural Gas Project – Joe has been in contact with our Town Attorney to review the Public Service Board process now that Vt. Gas has filed for a Certificate of Public Good. Two (2) important meetings have been scheduled. The open house is set for Wednesday, January 9 from 3-7 p.m. and a public meeting is set for Wednesday, January 16 starting at 7:30 p.m.
3. Economic Development Committee – Joe met with Andrew Frost this past week kick-off work of the Economic Development Committee. Hopefully after the meeting tonight we will have one or two new members. We are planning a kick-off meeting with the whole group in early February.
4. Bissonette Field Project – We are meeting just before the start of the Select Board meeting Monday evening to review the terms of the sketch plan approval granted by the DRB.
5. Village North Sidewalk – Martha Keenan and Joe are working on a contract for the Municipal Project Management services Martha is to offer the Town. At the meeting next week – January 14 – the Select Board will be asked to sign an agreement with the State for the grant and to approve a contract with Martha for PMP services.
6. Department Work Plans – Joe said he likes the idea of developing work plans for each department. This was an idea discussed as part of FY2014 budget goals. Why wait for FY2014? This is a non-budget tool that we should work on. Would a Select Board member like to assist with this?

7. Snowstorm – Wow! What a week of snow. Our Highway Department did a fantastic job during the holiday week. Each member of the department worked over 40 hours of overtime, including Christmas and New Years, and logged in upwards of 300 miles per day. Fortunately we did not any major equipment failure with the plow trucks. Andrea said she is concerned with the bare roads policy and use of brine resulting in damage to cars and requiring a minimum of 3 trips out on the road for the Highway Department.
8. Budget Reports – We should have a thru December budget printout for you on Monday.
9. Property Tax Late Penalty – See correspondence from Bruce Cunningham in your packet. We will plan to put this issue back on the agenda soon. January 28th might be the best date but I'll keep looking for openings prior to that.
10. Town Report – Renae Marshall is putting the Town Report together herself for the second straight year. This years' report is looking like it's going to be the best we have seen in a long time.
11. Claims Against Town – Joe will start reporting to the Board when we have new claims forwarded to our insurance carrier. (1) Cement Truck on Baldwin Road without permit caused damage to Town Road; (2) Claim plow driver pulled out in front of claimant at intersection.

12. Select Board Meetings for 2013 –

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|-------------------------|----------------|
| ▪ January 7 | ▪ June 17 |
| ▪ January 14 | ▪ July 1 |
| ▪ January 21 | ▪ July 15 |
| ▪ January 28 | ▪ August 5 |
| ▪ February 4 | ▪ August 19 |
| ▪ February 18 | ▪ September 16 |
| ▪ March 4, Town Meeting | ▪ October 7 |
| ▪ March 18 | ▪ October 21 |
| ▪ April 1 | ▪ November 4 |
| ▪ April 15 | ▪ November 18 |
| ▪ May 6 | ▪ December 2 |
| ▪ May 20 | ▪ December 16 |
| ▪ June 3 | |

Select Board Items:

Mike B. asked for an update on Weed Road. Joe said the Town Attorney is working on this.

Warrants:

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

Mike B. moved to adjourn at 10:00 p.m., second by Andrea and approved.

Respectfully submitted,
Valerie Spadaccini, secretary