



Select Board

Town Of Hinesburg

10632 Route 116 Hinesburg VT 05461

802.482.2281 | hinesburg.org

Meeting Minutes - January 14, 2013

Minutes Approved 1/21/13

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

Meeting called to order at 7:02 p.m. by Mike B. as acting Chair.

Shannon Emmons of the 4th of July fireworks committee was present to request the Board approve and sign contract with Northstar. Shannon said she was advised there are adequate funds available to send required amount in with the contract.

Tom moved the Board vote to approve expenditure of \$5,000 and for the Town Administrator to sign the contract with Northstar Fireworks. Second by Phil and approved.

DRB Annual Update

Tom McGlenn, chair of the DRB was present to update the Select board on the work of the DRB over the past year.

Tom said over the 11 years the DRB has been operating they have approved 292 dwelling units and 238 lots. The big project for 2012 was the Hannaford project, which was started in 2011. Other projects included development of the Hinesburg Center Project, which includes a restaurant/café and an office building along with 12 units of housing. Also continued redevelopment of the old cheese plant with the new locally owned Hinesburg Public House restaurant as well as Senix, a high tech engineering firm.

Tom said due to the high paper usage for packets and the need to integrate new information in existing packets for applicants he is looking to have the DRB use tablets such as the Select board members are now doing.

Chairperson: Tom McGlenn

Vice-Chairperson: Zoë Wainer

Clerk: Dennis Place

Meetings Held: 1st and 3rd Tuesday of each month

Location: Ground level conference room, Town Hall

Development Review Board Members

Name	Term Ends
Ted Bloomhardt	01/01/14
Richard Jordan	01/01/14
Tom McGlenn	01/01/14

Bill Moller (alternate)	01/01/16
Sarah Murphy (alternate)	01/01/16
Kate Myhre	01/01/16
Dennis Place	01/01/16
Zoë Wainer	01/01/15
Greg Waples	01/01/15

Committee members serve 3-year terms.

Hinesburg Village North Sidewalk Grant – Martha Keenan

On October 18, 2012, the Town of Hinesburg was awarded \$211,500 from the State of Vermont’s 2012 Bicycle & Pedestrian Grant Program. As required by the program, the Town is responsible for 10% of the total \$235,000; per the November 19th M.O.U signed between the Town, WindNRG, and SB Collins, WindNRG is responsible for 80% of that 10% and SB Collins is responsible for 20% of that 10% - the Town is not responsible for any matching funds.

This grant will fund the design and construction of 1100’ of sidewalk along the east side of Route 116 connecting Commerce Street to Riggs Road. Our original grant application was for funding to connect Commerce Street to the new Recreation Path on CVU Road and we will continue to work with the Trails Committee, WindNRG, and other partners to complete the link between Riggs and CVU Road.

Tom moved the Board vote to approve signing the Cooperative Agreement for HINESBURG STP BIKE(54) a.k.a Contract # CA0326 for the Hinesburg Village North Sidewalk Project placing a sidewalk on the east side of Route 116 connecting Commerce Street to Riggs Road. Second by Phil.

Phil asked Martha if there are overruns on the project is there liability on the part of the Town.

Martha said she is not sure but does not feel since they already have several quotes that overruns will be a problem.

Joe advised the Town will appoint Rocky Martin as the Project Manager and Martha will be the assistant Project Manager.

Motion to sign the contract voted and approved.

Affordable Housing Grant

Thanks to the work of Hinesburg’s Affordable Housing Committee, the Town of Hinesburg has been awarded a \$7,500 grant for the purpose of energy conservation and reduction in mobile homes in the Mountain View Mobile Home Park. The \$7,500 will be coupled with \$3,000 from the Housing Foundation, Inc. (owners of Mountain View), \$600 from Reiss Construction, and \$800 from money that has been set aside for the Affordable Housing Committee. This \$800 includes their annual allocation of \$500 plus an additional \$300 that was left over from a previous grant.

Tom moved the Board vote to approve Rocky Martin, Chair of Hinesburg’s Affordable Housing Committee, sign the Memorandum of Understanding, as the Town’s representative, between the Town of Hinesburg and the Vermont Energy Investment Corporation. Second by Phil.

Asked about the possibility of VT Natural Gas serving the mobile homes, Phil said the Town is requesting they investigate the possibility. Rocky noted this pilot project is for energy conservation. When the homes are energy efficient it would make sense to then look at alternative fuel types. Motion voted and approved.

Public Safety Facility

Joe reviewed the final revised project costs. The bond amount will be for \$1,054,000, which is for the first phase.

John Kiedaisch questioned the impact fee projections used to reduce the yearly tax impact. John also suggested an overall site plan showing all components of phase one of the Public Safety Facilities Lot 1 Project. He suggests the Board be more specific for the first phase and less for the others at this time. John also noted the traffic flow has not been defined. He felt the Board needs to have a good reason for the cost per sq. foot and not just the fact the building is commercial grade.

St. George Contract

Tom moved the Board vote to approve and sign the FY2013 Fire Protection Contract Invoice to the Town of St. George in the Amount of \$23,644.01. Second by Phil.

This is the annual invoice we send to St. George for the fire protection services we supply to them. We charge them 15% of the previous years' total fire department expenditures minus grants and capital purchases. As you will see, we subtracted out the \$84,000+ expenditures that showed up in capital expenses before calculating the 15%.

Asked about exclusion of the capital expenses Al noted the Fire Department would need those regardless of serving St. George.

The Board asked Al if he has mentioned impact fees to St. George as a means to help fund the department's capital purchases. Al said he had but there is little development in St. George.

Phil suggested to Al that the Fire Department have some input to the St. George DRB on new developments. Motion voted and approved.

FY2014 Budget

The Board is getting close to finalizing the budget. Mike Anthony has recommended eliminating the additional \$5,000 originally budgeted in the 'Brush Cutting' line item; so that is an additional edit from the January 8th budget update. Other factors to consider for the Select board is the amount of fund balance to estimate using now that we have a workable figure to use from the audit report last week, to place additional monies back into the 'Road Paving' line item in the HWY capital budget, and to reduce cash savings lines in the HWY capital. Joe feels these are the final decision items for the Select board to consider.

The Board again discussed the electronic speed sign. Phil asked Chief Koss about his feelings of the sign as a safety item and also the fog lines. Frank said both are important and he does not favor one over

the other.

Enclosure #6 – Mobile Home Reappraisal Estimate you can see the reappraisers estimated change (reduction) to the grand list \$955,700 (see handwritten note on top right hand side). If that reduction held and no other additions were added to the original estimated grand list total used for the November 5th budget presentation then we would lose approximately \$10,000 in revenue from the property tax revenue estimate (see line #4 under FY2014 Revenues). Joe said, while he cannot be 100% sure, he has confidence that we will have enough additions to the grand list between the original estimate in November and the final lodged grand list at the end of June to make up for the reductions to the mobile homes. But, the Select board could either decide to 1) lower the grand list estimate and increase the estimated property tax rate, or 2) decide that additional fund balance will be used to offset any difference in the final grand list and the estimated grand list and continue with the proposed property tax revenue as presented. Either choice would be perfectly reasonable.

Members present tonight agreed to wait till next week to make any final decisions when there is a full Board. They will meet at 6:00 p.m. to allow an hour for them to just work on the budget.

Select Board Meeting Minutes

Joe shared that he appreciates feedback from our citizens. For one, he learned that folks actually take the time to read the annotated agenda, the Weekly Update, and other documents that we spend significant effort putting together to fully inform residents of the activities ongoing at Town Hall. Another reason he appreciates feedback is oftentimes private citizens are able to help improve our operations by pointing out issues. In this case he feels we need to improve how Select board Minutes are handled. One negative of the iPad transition has been that it has made Val's job more difficult.

Val asked about including with all the documents in the dropbox the annotated agenda in word format, as that is what she works from. Joe said that would not work, so it was agreed that a separate email will be sent to Val when the dropbox is populated with the information for the meeting that will have the annotated agenda in word format.

Town Appointments

Joe recommends the Board consider appointing Hinesburg Town Planner Alex Weinhagen to the following two (2) posts. These appointments are not really addressed in the CBC policy and we don't have an adopted policy for appointments to regional boards like CCRPC, CSWD, CCTA, etc. We could look at drafting up something, as it seems like it would be reasonable to have a stated policy/guidelines for the future.

Phil moved the Board vote to appoint Alex Weinhagen as Acting Zoning Administrator per Title 24, Chapter 117, Section 448b. Second by Tom.

- **Acting Zoning Administrator** – This will enable the Town to continue processing zoning permits and other ZA administrative functions when the Zoning Administrator is away (e.g., vacation, extended illness, etc.) or when the position is vacant and waiting to be filled. We used to appoint someone in this capacity years ago, but we haven't for some time. State statute

enables/envision this (Title 24, Chapter 117, Section 4448b), as long as there are, “clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer.” In our case, we would simply specify that the Acting ZA would only have the authority to fulfill ZA duties when the ZA is away (e.g., vacation, extended illness, etc.) or when the position is vacant.

Motion voted and approve.

Phil moved the Board vote to appoint Alex Weinhagen as Hinesburg’s Representative to the CCRPC’s Planning Advisory Committee. Second by Tom.

- **Hinesburg representative to the CCRPC Planning Advisory Committee** – This committee is really geared for ‘professional’ planners. Joe thinks all Chittenden County municipalities appoint their Town Planner or like professional.

Motion voted and approved.

Town Administrator’s Report

- 1) **VT Gas/Addison Natural Gas Project** – Hosted Open House January 9th. Sparsely attended but seemed to be helpful to those who did attend. Public Meeting on January 16th at 7:30 p.m. in Town Hall. Hope for a good turnout. See correspondence from New Haven resident. Joe has been working with Bud Allen on the Town’s interaction with the Public Service Board on this. Bud may recommend an attorney with more direct knowledge of the PSB process. Phil said he is compiling a list of questions for the Wednesday meeting to try to cover all aspects of the proposed project.
- 2) **Economic Development Committee** – Committee planning a kick-off meeting in February. Still ironing out a date. Planning Commission understands this group will work on the Economic Development Plan for 2016 Town Report and is happy to hear that. Melissa Levy was present to express her interest in serving on the committee. Melissa has lived in Hinesburg for 11 years and currently is a member of the Conservation Commission. Tom moved the Board vote to appoint Melissa Levy to a 2-year term to the Economic Development Committee ending 12/31/2015. Second by Phil and approved.
- 3) **Budget Reports** – We should have a thru December budget printout for you on Monday.
- 4) **Property Tax Late Penalty** – The Town received a letter from Jim Barlow of the Vermont League of Cities and Towns stating it is their opinion that the Town Clerk is administering the policy correctly.
- 5) **Hannaford Info** – Alex wrote a memo (can be found in meeting packet information) outlining the current status and the process to expect ahead.

- 6) **January 21** – January 21 is Martin Luther King Jr. Day. It is a holiday in the personnel policy and in the Union Contract. The Town’s Clerk Office will be open that day; we will continue with the Select board meeting as scheduled.

Select Board Items

Tom reported they are working with the engineer on the new rec fields and all is moving along nicely. Phil asked about the ACT 250 review for Hannaford. Joe noted it is mentioned in Alex’s memo. Alex is in the process of getting feedback from each department. It will be on the agenda for the January 28th meeting.

Warrants

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

Tom moved to adjourn, second by Phil.

Respectfully submitted,
Valerie Spadaccini, secretary