

**TOWN OF HINESBURG VERMONT  
SELECTBOARD MEETING MINUTES  
APRIL 1, 2013  
- DRAFT -**

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

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

**Homeshare Vermont**

Kirby Dunn, Executive Director gave a presentation on how Homeshare Vermont works. Jon asked if she has been in contact with the Hinesburg Resource Center and suggested they connect to share resources. Andrea suggested a link on the Town website.

**Rural Area Zoning**

Alex addressed questions Board members submitted to the PC on reviewing the proposed changes.

**Objective #1**

Businesses on dirt roads – Joe asked if there is a need to reconsider some of the proposed uses given the annual posting of the dirt roads during mud season. Alex said page 6 covers this issue as the DRB will look at that when reviewing a proposal.

Use definitions – Phil asked how can we define all the potential permitted uses for the agricultural and rural zones. Is there a way for new uses to be added and can we add a list of characteristics that define the use rather than name the use. Alex said there is no way to define all the potential uses and there is a way for new uses to be added via future zoning revisions. Alex added that the proposal uses categories of use with clear definitions though there is not actual list.

Permit Process for new uses – Phil asked the permitting be clearly defined when you need a permit and when you need DRB approval. Alex said simply if the use is permitted it needs to go through the DRB for site plan approval and then get a building permit form the zoning administrator. If the use is conditional it needs to go through the DRB for a combined conditional use, site plan approval and then get a building permit.

Road Maintenance Cost – Phil said to determine the cost of maintenance is difficult. Is it based on actual traffic numbers / does it take into consideration the existing conditions of roads even if they are in the same class / does it take into account how far down the road the impact is or how steep the road is. Alex said the determination can be based on anticipated traffic a new business would generate and that is typically part of the DRB review. The big question is capacity of the roads. Expanding non-residential uses existing condition of road regardless of class is considered.

Objectives 2 and 3 will be discussed at the next meeting.

**Hannaford ACT 250**

Mike B moved the Board vote to approve the Municipal Act 250 Questionnaire as Presented with the Accompanying Letter and have the Town Administrator Sign and Submit the Documents on Behalf of the Selectboard. Second by Phil.

On review of the proposed letter to accompany the ACT 250 questionnaire Mike B said he does not agree with all the information included. He said So Burlington also would have to provide mutual aid and the

fact is we cannot provide fire protection to any large building in Town not just this one. He also asked about the effect of the sprinklers.

Andrea suggested the Board seek legal advice on the content of the letter.

Mike B moved the Board withdraw the letter and instead make a notation on the questionnaire that Hinesburg cannot supply immediate fire protection service if an aerial devise is necessary for fire suppression. Second by Tom.

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Amended motion voted and defeated with Mike B and Tom in favor; Phil, Andrea and Jon opposed.

Original motion voted and approved with Phil, Tom and Jon in favor, Andrea opposed and Mike B abstaining.

Andrea said she feels it is important for Alex to write a letter addressing the conditions of the DRB

David White, of White and Burke advised the next step is a pre hearing conference.

Local items still outstanding: 1) Stormwater Agreement; 2) Buried Utility Permit.

### **CBC Interviews**

There are open seats on the Development Review Board, the Planning Commission, and Economic Development Commission. The open seat on the DRB is through 1/1/2014; the open seat on the Planning Commission is valid through 1/1/17.

Matt Baldwin and George Bedard both applied for the Planning Commission vacancy in November; their applications are still 'live', per CBC policy, and they do not need to re-interview with the Selectboard.

Anne Donegan is interested in serving on the Planning Commission. She is a lifelong resident of Hinesburg and has lived in the village area as well as currently now living near Lake Iroquois on Pond Brook Rd. Anne feels she can bring a unique perspective having seen so many years of growth and change in Town.

Aaron Kimball also is interested in the Planning Commission. Aaron has lived in Hinesburg for 12 years and has served on the Village Steering Committee and advisory Lot 1 Committee. Aaron said he has a solid understanding of how Hinesburg's municipal government works both as a participant and observer.

Rolf Kielman was present to express his interest in serving on the DRB. Rolf noted he had previously been a member of the planning commission and served on the village steering committee. When asked why he was not interested in the planning commission again Rolf said he is interested in planning but wanted to be a part of the DRB process.

Bill Moller, current alternate to the DRB was present to seek a full time seat on the Board. Bill said he has been diligent at attending meetings in an effort to learn the process and believes he would be a good fit on the Board.

Sarah Murphy also a current alternate to the DRB said she has enjoyed her time on the Board and sat as an active participant on several decisions. She has served on several boards and committees in her profession as well as in Town.

Steve Gladstone was present to express his interest in the Economic Development Committee. Steve has experience in small business and is aware of the hurdles to starting one and has worked as a business consultant and in marketing.

The Board agreed to wait on all but Economic Development Committee appointment.

Discussed was the public interview process. The Board will consider interviews and discussion on candidates being done in executive session.

Phil moved the Board vote to appoint Steve Gladstone to the Economic Development Committee for a term ending January 1, 2015. Second By Tom and approved.

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**Town Service Officer**

Ginny Roberts updated the Board on her activities as the Town Service Officer. She said most of what she does is coordinating with all available resources in Hinesburg to get the needed assistance for individuals in need. She works closely with Resource Center.

**Letters & Resolutions from Town Meeting**

Reviewed with no action taken at this time.

**Dump/Plow FY2014 Purchase**

The approved highway capital budget for FY2014 includes replacement of the 2003 dump/plow truck. This truck was planned to be replaced in FY2014 with a 7-yr lease; payments to start in FY2015. The four (4) tables below outline the decision points for the Selectboard to consider. Mike Anthony, Highway Foreman, recommends purchase of the Vikes body and Mack truck. The Town Administrator recommends supporting the Foreman’s recommendation.

This recommendation is made based on the functionality enhancements that come with Vikes; and the durability and quality of the Mack compared to the International.

Tenco	74000
Mack	105000
Total	179000
Est Annual PMT - 7yr	(\$28,730.64)

Tenco	74000
International	84000
Total	158000
Est Annual PMT - 7yr	(\$25,360.00)

Vikes	78000
International	84000
Total	162000
Est Annual PMT - 7yr	(\$26,002.03)

Vikes	78000
Mack	105000
Total	183000
Est Annual PMT - 7yr	(\$29,372.66)

Mike B moved to authorize the lease purchase of the Mack truck and Viking body for the FY 2014 replacement of the 2003 highway department dump/plow truck. Second by Phil and approved. The Board agreed to sell the 2003 truck and not include as a trade in.

### **Highway Department Update**

Mike reported that one of our Highway Maintainers decided to leave employment with the Town of Hinesburg and therefore we are back down to three (3) full-time highway department employees (including the Foreman). The Town will employ a temporary employee for summer maintenance work. The highway department personnel needs should be sufficient until we are able to find a qualified full-time replacement but we will need to start planning for a process of filling the open position.

Phil moved the Board vote to accept Nick Campagna's Resignation from the Town of Hinesburg and Authorizing the Town Administrator to send all required separation documents to Nick. Second by Tom and approved.

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### **Selectboard Retreat Preparation**

A Selectboard retreat has been scheduled for Friday, April 5, at the Public House. Prior to the official retreat, the Selectboard was invited to tour Vermont Smoke & Cure, Senix, and the Creamery (20 min with each business). As most Board members are unable to attend the tour, Joe thought it would be a good idea to invite staff to go along.

Items to be discussed: 1) Selectboard Transition to a Policy Board; 2) Mission Statement, Values, Goal Setting, Prioritizing Work for the Year; 3) Selectboard and Staff Roles, Relationships, and Expectations with a focus on the Town Administrator Responsibilities.

### **Town Administrator's Report**

1. Credit Card/Gas Card Policies – Staff review will continue; soon the Selectboard will be asked to consider adopting a policy or policies
2. Economic Development Commission – Draft Minutes of March 28 meeting included in packet.
3. Liquor Licenses – Hinesburg General Store and Papa Nicks have submitted applications for Liquor License Renewal.

Mike B moved the Board vote to convene as the Board of Liquor Control, second by Tom and approved.

Mike B moved the Board vote to approve the Class 2 alcohol/tobacco license renewal for Hinesburg General Store, second by Andrea and approved.

Mike B moved the Board vote to approve the Class 1 alcohol license renewal for Papa Nicks and Good Times Café. Second by Andrea and approved.

Mike B moved the Board adjourn as the Board of Liquor Control, second by Tom and approved

4. Recreation Grant – Will be forthcoming.
5. Project of the Year – Award application regarding Saputo redevelopment.
6. Public Safety Facility Project – Meeting minutes and agenda in packet.
7. Recreation Field Project – Tom reported the agreement with the Buccaneers is being reviewed and donations are starting to come in.
8. Town Forest Issues – See letter in packet. The Town Administrator and/or Police Chief will attend the April 3 Town Forest Committee meeting; also this item will most likely appear before the Selectboard on April 15.

**Warrants;**

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

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**Minutes;**

Andrea moved the Board vote to approve the minutes of 3/18/13 as written. Second by Tom and approved.

Andrea wanted to acknowledge on behalf of the Board and Town the passing of VCAM employee Bradford “Bear” Ingalls.

Jon moved the Board go into executive session including Mike Anthony and Joe Colangelo for personnel evaluation and deliberation on CBC appointments. Second by Phil and approved.

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

Respectfully submitted,  
Valerie Spadaccini, secretary

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# Hinesburg Public Meeting Sign In Sheet

- |                                  |                           |
|----------------------------------|---------------------------|
| 1 <u>Kirby Dunn HomeShare VT</u> | 16 <u>Sarah Murphy</u>    |
| 2 <u>Ely Coates</u>              | 17 <u>Steve Gladstone</u> |
| 3 <u>Bill Rolfe</u>              | 18 _____                  |
| 4 <u>Maggie Gordon</u>           | 19 _____                  |
| 5 <u>Bill Marks</u>              | 20 _____                  |
| 6 <u>Shawn White</u>             | 21 _____                  |
| 7 <u>Catherine Goldsmith</u>     | 22 _____                  |
| 8 <u>Ken Brown</u>               | 23 _____                  |
| 9 <u>Carol Jenkins</u>           | 24 _____                  |
| 10 <u>John Kiedrisc</u>          | 25 _____                  |
| 11 <u>Joe Tednza</u>             | 26 _____                  |
| 12 <u>Aaron Kimball</u>          | 27 _____                  |
| 13 <u>Davis G. White</u>         | 28 _____                  |
| 14 <u>Anne Donegan</u>           | 29 _____                  |
| 15 _____                         | 30 _____                  |

April 1, 2013