



## Hinesburg Select Board

Town Of Hinesburg  
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### Meeting Minutes - March 10, 2014 - Approved 3/24/14 -

**Attending The Meeting:** Jon Trefry, Phil Pouech, Andrea Morgante, Mike Bissonette, Tom Ayer, Renae Marshall, and attached list.

Jon called to the meeting to order at 7:00 p.m.

#### Select Board Reorganizational Meeting

Phil moved the Board vote to elect Jon Trefry as Select Board Chair for a one-year period (March 2014 to March 2015). Second by Tom and approved.

Tom moved the Board vote to elect Mike Bissonette as Select Board Vice-Chair for a one-year period (March 2014 to March 2015). Second by Andrea and approved.

Phil moved the Board vote to recognize the Crime & Fidelity Coverage of \$500,000 per occurrence through the Town's membership with VLCT-PACIF as the bonding instrument for Town officials as required under 24 VSA 832(b). Second by Andrea and approved.

Andrea moved the Board vote to designate The Citizen and/or Hinesburg Record as the newspaper(s) in which warnings of any Town Meetings shall be published. Second by Phil and approved.

#### Non Agenda Items

Scott Brunetto was present regarding a petition he submitted to the Town. The petition had more than the required 5% of the voters and Scott noted he left his name and phone number on the petition for contact if there were any questions. He was not notified that the petition would not be included as part of Town Meeting till he read about it in the news. Scott is not happy with what he feels is lack of professionalism on how this was handled.

Jon said there apparently was some confusion regarding who submitted the petition and so the wrong person was contacted to regarding the statutory regulations regarding the petition. He apologized for the manner in which this was handled.

Tom said while this can no longer be changed to be included with a Town Meeting vote, perhaps some other steps can be taken as suggested, such as going back to the Planning Commission and ask for specific word changes.

## **Annual Appointments**

Mike B moved the Board vote to make the following appointments:

- Fence Viewers – Suzanne Kneller, Pam Durda, and Susan Johnson
- Inspector of Lumber, Shingles and Wood – Norman Smith
- Weigher of Coal – Lanny Dennison
- Constable – Frank Koss
- Tree Warden – Paul Wiecsoreck
- Town Service Officer – Ginny Roberts
- Fire Chief – Al Barber
- Fire Warden – Ed Waite
- Animal Control Officer – Ed Waite
- E-911 Coordinator – Renae Marshall
- Health Officer – Joe Gannon

Motion second by Andrea and approved.

Andrea moved the Board vote to appoint Jon Trefry as Road Commission on an interim basis. There was no second to the motion as other Board members felt this should not be put on the Board Chair.

Mike B moved the Board vote to appoint Renae Marshall as interim Road Commissioner till the Town fills the Town Administrator position. Second by Andrea and approved.

## **Strategic Plan**

The Board reviewed the strategic plan. Phil noted he would like to see a review of capital infrastructure and staffs ability to provide services to the community.

Mike B referred to the official map and the fact that nothing has been done in preparation to support ideas for properties identified on the map. He would like this to be a fourth project item for goal #1.

Mike B moved the Board vote to adopt the Select Board Strategic Plan for March 2014 to February 2015 and have the Select Board commit itself to focusing on the items included in the Strategic Plan before considering additional requests for projects. Second by Andrea.

Andrea noted she does not see this as having to devote each meeting to an item on the Strategic Plan. Jon agreed and said he sees it as a supportive role.

Motion voted and approved.

## HWY RFO

The Select Board needs to decide if we should hire a consultant now to help us clarify the project or if this can be done by forming a committee that uses the information that was gathered through the RFP process to refine the scope of services and then hire the consultant. Before considering either of these options, the Select Board should discuss how the project will move ahead during the transition between now and the hiring of a new Town Administrator.

Andrea is proposing a letter be sent to the four finalist firms noting the Town is not ready to make a decision at this time. The Town can move ahead and think about possibly refining the project and gaining focus. The Town can collect a lot of the information needed for the project.

The Select Board was in agreement with the committee not to award a contract at this time.

## **Water Source Development Update**

Rocky reported that two test wells have been drilled, one on the Norris site and one on the Wainer site.

Both look promising but will require further investigation to determine yield.

Phil asked if there is a possibility to develop both well sites. Rocky said he would like to obtain an option with the landowner on the second well site (the one not developed).

Phil moved the Board vote to authorize Rocky Martin to sign Amendment #1 with Aldrich + Elliot for a sum not to exceed \$5,000 to provide engineering services, on an as needed basis, with State correspondence, test well investigations and source permit application in conjunction with additional water source development. Second by Andrea and approved.

## **CBC Interviews – Village Steering Committee**

Mary Hurlie, 30 year resident of Hinesburg was present to express her interest in serving as a member of the Village Steering Committee. Mary feels a village area is the heart of a town and is excited to be a part of the direction the village takes.

Andrea moved the Board vote to approve appointing Mary Hurlie to a two (2) year term on Hinesburg's Village Steering Committee through January 1, 2016. Second by Phil and approved.

Tom asked that as part of the restoration and historic work the VSC may do they look at the Vestry Building.

## **Town Administrator New Hire**

The Board discussed information shared by Abby Friedman from VLCT on services VLCT offers during a search for a new Town Administrator.

The Board agreed to form a committee to oversee the process as was done 3 years ago when Joe Colangelo was hired.

Discussed was the need to complete the TA job description. Changes to the proposed job description discussed to be made include, a cap at \$2,000 authorization for expenditures not in the budget / working with the Select Board Chair to plan and co-ordinate the annual workload / and all personnel decisions, promotions, wage adjustments, to be with the exception of hiring department heads which will be a collaborable effort with the Select Board.

The Board will ask department heads to comment on changes and plan to adopt the new job description at next Monday's meeting.

## **Town Administrator Report**

**Leavensworth Road Culverts** – Paul List is still concerned about flooding around Leavensworth Road and would like Select Board to install culverts under Leavensworth Road. The Board agreed to send a letter to Mr. List that based on the studies the Town will not be taking action.

**Wireless Communication Facilities** - The Town of Hinesburg recently received notification about upcoming applications to the VT Public Service Board (PSB) for two wireless telecom facilities in Hinesburg - one application by VTel (notice dated February 13) and one application by AT&T (notice dated February 28).

**Hinesburg Organizational Cultural Analysis** – Ann Janda, Hinesburg resident and University of Vermont Master of Public Administration (MPA) student, has written an organizational cultural analysis, using Hinesburg Town Hall as her study, for her MPA class. The project's purpose was to gain insight into the culture of an organization in order to identify areas that are working well and areas that may need adjustment as supported by social science and best practice literature. We hope to invite Ann to a future Select Board meeting to discuss this further.

## **Select Board Items**

Tom addressed the recent vote on the HCS budget. He said towns need to push the Legislature to do something about education taxes in Vermont as it has been taken out of the hands of local school boards.

## 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

Jon moved the Board vote to approve the minutes of February 17, 2014 as amended. Second by Phil and approved.

Jon moved the Board go into executive session including Renae Marshall, second by Tom and approved.

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

Jon moved the Board adjourn, second by Tom and approved.

Subsequent to Monday's meeting Jon made the following statement on behalf of the Board.

*"I am pleased to announce that the Select Board voted at Monday night's meeting to appoint Renae Marshall to be interim Town Administrator effective March 31st. The Board feels that Renae's skill and work ethic along with the experience she has gained serving as assistant to the Town Administrator make her an excellent choice to help us through the period of searching for and hiring Joe's replacement. The Board also voted to offer Freeda Powers the position of Planning and Zoning administrative assistant for the interim TA period effective as soon as Freeda is available. It is our hope that with your assistance and these interim changes we will get through the period of searching for and hiring a Town Administrator with minimal disruption to our mission of service to the community."*

Respectfully submitted,  
Valerie Spadaccini, secretary

# Hinesburg Selectboard Meeting

## Sign-in Sheet

### March 10, 2014

1. Dorothy Pellett

14. \_\_\_\_\_

2. Margery L. Sharp

15. \_\_\_\_\_

3. Scott J. Buntz

16. \_\_\_\_\_

4. Norwood Buntz

17. \_\_\_\_\_

5. Mary Huzar

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