



Select Board

Town of Hinesburg
10632 Route 116 Hinesburg VT 05461
802.482.2281 | hinesburg.org

Meeting Minutes - October 17, 2016

- Draft -

Attending the Meeting: Mike Bissonette, Phil Pouech, Andrea Morgante, Tom Ayer, Aaron Kimball, Trevor Lashua, Renae Marshall, and attached list

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

Additions/Deletions/Changes to the Agenda

Added to the agenda will be discussion on request to set up tables at Creekside on October 31st – this will be included with discussion on the request to close the street.

Andrea added to discuss the Nov 7 meeting space and updates on Gegrags.

Public comment

None

Presentation of Highway Garage Scoping Study

Steve Smith, of Smith, Alvarez, and Sienkiewicz, presented the scoping study commissioned to provide initial building, site, and budget plans for replacement of the highway garage. The funds for the scoping study, \$9,000, were originally included in the FY15 budget.

In his presentation Steve noted to save cost instead of a sprinkler system they plan to have a firewall that will separate the garage into two areas.

Phil asked about the ventilation system. Steve said it will basically be an exhaust fan that operates when called for and in summer the doors would be open.

Andrea has been working with Steve since spring and noted the need for a new garage has been on the list of projects for many years. The new garage will allow room for maintenance on highway vehicles as well as Police and Fire Department vehicles. She suggests residents take the time before Town Meeting to visit the garage and look at the plans for the new one.

Terry Francis thanked everyone for their work on the project. He asked; with an expected life of over 40 years and housing equipment valued more than the cost of the building and the Select Board agreeing this is an important piece of the infrastructure why omit the sprinkler system at an estimated cost of .13 a day over the next 50 years and he thinks a less expensive system can be designed.

Tom Barden, designer of the sprinkler system, said it is the same design as what was done for the Town of Georgia.

Chittenden Solid waste has participated in site planning discussions with the drop off center proposed to remain on site.

Mike B said it is the consensus of the Board to continue to proceed and to include the sprinkler system.

The current goal is to place the question before voters in March, at Town Meeting.

Consider Request for Crosswalk on Pond Road Between CVU Upper Lot and Church Parking Lot

A parent (Jeff Glover) of a CVU student has asked the Town to consider placing a crosswalk on Pond Road to provide a place for students to cross between the upper parking lot on the CVU property and the Community Alliance Church. Statute vests the ability to approve crosswalks with the Select Board. The highway foreman and police chief have both stated that they have no issues with a crosswalk in this approximate location. Painting would need to comply with applicable standards (as established in the Manual on Uniform Traffic Control Devices).

Andrea suggested CVU put in a sidewalk on their side of the road to meet a crosswalk coming from the church driveway. It was agreed having the students walk up Pond Road was not the safest solution.

The Board discussed moving the culvert, which Mike Anthony said could be done.

Andrea moved the Board consider a motion to find the best location, move the culvert and install a crosswalk across Pond Rd by the upper parking lot and request CVU to pay for it. Second by Tom.

Phil asked if there were any other crosswalk requests waiting to be done. Mike Anthony said there are none. Phil then stated the bigger question is having students drive to school when the towns are paying for bus service.

Andrea suggested a strong message be sent that freshmen and sophomores not be allowed to drive to school.

Motion voted and approved with 5 yes votes.

Jeff Glover advised that the church parking lot is used by juniors.

Discuss Observatory Road

Steve Pcolar, who is proposing a nine-lot, eight-unit subdivision on the Goodrich property on Observatory Road was present to address the question whether or not Observatory Road is a Class III Town road.

More than 25 years ago, the Town signed an agreement with three members of the Goodrich family that stated that the Town would provide the materials to build Observatory Road to Class III standards; the Goodrich family would perform the work; and once completed the Town would maintain Observatory Road as a Class III road. The Town was seeking, at the time, to maintain a secondary access to its gravel pit and surrounding property and remedy, in part, the fact that the old landfill had encroached on to property owned by the Goodrich family. According to those with knowledge of the discussions, a subdivision and development of some of the Goodrich property was also considered imminent.

Fast-forward 25 years: Observatory Road was never accepted as a Town highway per the provisions established in statute; no development proposal materialized until now; an access gate was installed beyond the only residence on the road; and what was constructed of the road was not continually maintained.

Mr. Pcolar contacted the Town in late 2014 regarding his belief that the Town owned Observatory Road and should be the party required to ensure it met Class III road standards. The ownership of the right-of-way was quickly determined (the Town does own that), however, the question then became one of whether or not the road was ever finished per the original arrangement. The Town's contention to date has been that the road was not finished as required by the original agreement (per the Highway Foreman). Mr. Pcolar disagrees with the assessment and submitted a report from Knight Consulting Engineers who did some soil testing of the road materials.

It was not clear from those samples and suggested to take more samples to be tested.

Andrea said there are several steps to accept as a class III road and never went through the formal process.

Henry Benis addressed his concern with the project, specifically with potential drinking water quality problems. See letter attached.

There is no evidence that the Town has ever adopted the road as required in Title 19 in statute; formal acceptance is necessary to formalize Town ownership and be eligible for highway aid.

Phil moved the Board consider a motion to take further samples to see if entire Goodrich roadway meets State class III standards and to have Highway Foreman, Mike Anthony, work with the engineering firm on where the samples are taken from. Second by Andrea and approved with 5 yes votes.

Discuss Town Ownership of the Vestry Building

There has been a request to “convey” the Vestry building to the Town by the United Church of Hinesburg. Who actually owns the vestry isn’t as clear as it should be; the evidence presented to date has not been absolutely conclusive.

Regardless, the condition of the building is a concern, as it clearly has not been maintained. The Town recently sold a similar building, whose condition was not as poor as the Vestry’s appears to be. The building provides aesthetic character and is a slice of history, meaning it is not without its charms and/or virtues.

Aaron moved the Board consider a motion to approve the Town Administrator winterize and make safe the vestry building to allow time for conversation on ownership, cost to be at the Town Administrator’s discretion. Second by Andrea.

Phil suggested a list of the contents be made.

Motion voted. Aaron, Andrea and Mike B in favor, Tom opposed and Phil abstained. Motion approved.

Consider Approving Use of Fire Impact Fee Revenues for Heating Upgrades

This is the second phase of upgrades to the heating system at the Fire Station, with the initial phase and use of impact fees approved in 2015 (an amount not to exceed \$15,000). The total cost for the second phase is approximately \$19,000; the impact fee account for fire has more than \$85,000 as of this writing.

Heating system upgrades performed now are (essentially) a pre-payment and advance installation as related to improvements and additions to the fire station. To quote from a November 2015 memo creating the nexus between impact fees and the heating system upgrades: “The heating system is a core component of the station upgrade and addition, which in turn is one of the two allowed uses of fire impact fee revenues (per the Town’s impact fee ordinance). The project may eventually be built in this manner – in pieces as opposed to all at once – given the fiscal limitations associated with the Town’s multiple capital and facility needs.”

Phil moved the Board consider approving the use of fire impact fees in an amount not to exceed \$19,000 for the purpose of completing the second phase of the heating system upgrade. Second by Tom and approved with 5 yes votes.

Consider Approving Street Closure in Creekside for Halloween Festivities

The annual Halloween event in the Creekside neighborhood has drawn as many as 500 kids to some houses. The 2016 request is the same as those in past years – close most of Farmall Drive and all of Fredric Way.

This year there is also a request to set tables up along the perimeter of lot 1 to allow other Hinesburg residents to take part in the celebration. Frank Koss has agreed to coordinate that aspect.

Phil moved the Board consider a motion to approve the closure of Frederic Way and most of Farmall Drive from 6:00 p.m. to 8:00 p.m. for Creekside’s annual Halloween event on Monday, October 31st and to allow tables to be set up along lot 1 supervised by the Police Department. Second by Andres and approved with 5 yes votes.

Discuss Shared Zoning Administrator Position with the Town of Richmond

The Town’s current Zoning Administrator, Mitch Cypes, will be moving into the Development Review Board coordinator’s position vacated this summer. That move, in turn, leaves the 20-hour per week zoning administrator’s position vacant. Richmond also has a vacancy for a 20-hour week zoning administrator. Staff from the two communities has discussed combining the pair of part-time positions into, effectively, one full-time position. What is being sought Monday night is a blessing to pursue the move from the Select Board. While details need to be worked out regarding benefits, interview format, and so on, the Town’s FY17 budget could accommodate nearly all scenarios forecast regarding costs.

The hope is that the “full-time” position draws capable and experienced candidates who can be more easily retained. The Richmond Select Board has already “blessed” the concept. If the Select Board agrees, the Town Administrator’s office would work with the Town Manager’s office in Richmond to put together job postings and work out the details mentioned above and commence the hiring process.

Andrea moved the Board consider approving a partnership with the Town of Richmond to advertise and hire a shared zoning administrator. Second by Aaron and approved with 5 yes votes.

Consider Approving the Resolution for a Municipal Planning Grant Application

Seeking a Municipal Planning Grant for the project to completely overhaul Zoning Regulations has been discussed on multiple occasions, including during the FY17 budget cycle, and is baked into the capital plan and budget.

To quote from the project summary:

“Hinesburg’s Zoning Regulations were first adopted in 1972. After 40+ years of additions and piecemeal revisions, the regulations have become overly complicated, difficult for people to understand, frustrating for Town staff to administer, and likely to collapse under their own weight. The goals for the project are to make the regulations shorter, simpler, and easier to understand. We plan to add graphics, drawings, and other visuals to better explain standards/goals – i.e., add a picture, delete 1,000 words. The Town will retain a consultant to take the lead on this project, but will also utilize Chittenden County Regional Planning Commission (CCRPC) staff resources to assist.”

Andrea moved the Board vote to consider a motion to approve submittal of the municipal planning grant application and resolution as presented. Second by Tom and approved with 5 yes votes.

FY16 Budget Report

Trevor reviewed the FY16 report indicating figures for the end of the fiscal year.

Town Administrator’s Report

- a. **Old Police Station** – Closed/sold.
- b. **Retreat write-up** – The table discussed at the Select Board’s retreat is in progress.
- c. **Short report** – The quick turn-around and busy weeks have shortened the report.
- d. **The “Two-and-Two” Table** – In development; there’s some fluidity to what will be happening as the budget schedule commences in earnest. November 7th is notable as it’s the date of the hearing for the solar tracker purchase bond vote.

Select Board Items

Mike B suggested the Board meet with HCS School Board and also get information on the Peck Estate.

Gepregs – need to select an inspector and work with the timeline. Andrea said we should include input from the Conservation Commission.

November 7th meeting will be held downstairs to allow set up for voting on Tuesday.

Tom said the fieldwork at Bissonette's Field is progressing well, in two to three weeks it will be seeded and mulched.

Andrea asked about the intersection reconfiguration at Baldwin/Charlotte roads. All agreed it is tight and most likely will not be the exact final measurements.

Phil asked about the status of the fog lines – how much has been done.

Also asked if the Richmond Road sidewalk study has been shared with VT Gas.

Status of speed indicator sign on Pond Road near CVU.

Status of sidewalk railing by the Public House.

Can we use the Town Highway crew for the connector road behind the fire station?

Phil mentioned to Board members regarding emails they receive from residents to be sure they respond to the sender that it will be discussed at the Select Board meeting.

Andrea asked Trevor if he communicated with VT Gas regarding the \$250,000 payment called for in the legal agreement and the \$3,400 PSB amount.

Andrea said on October 23 at the Charlotte Central School the Lewis Creek Association is hosting a lecture on climate change and water quality in Lake Champlain.

Minutes and Warrants

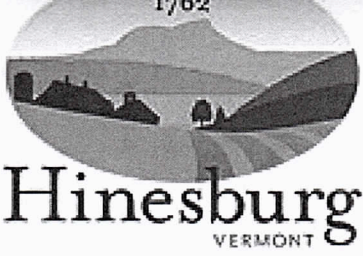
Tom moved the Board consider a motion to approve the minutes of 10/03/16 and 10/10/16 and to also approve the warrants, including payroll as submitted by the Town Treasurer. Second by Aaron and approved with 5 yes votes.

Meeting adjourned at 9:45 on a motion by Tom, second by Aaron and unanimously approved.

Respectfully submitted,

Valerie Spadaccini, secretary

DRAFT



Sign-in Sheet

October 17th, 2016

- | | |
|---|-----------|
| 1. <u>Rodney + Donna Rivers</u> | 14. _____ |
| 2. <u>FRANK Koss</u> | 15. _____ |
| 3. <u>Renee Marshall</u> | 16. _____ |
| 4. <u>AL BARBER</u> | 17. _____ |
| 5. <u>Mike Anthony</u> | 18. _____ |
| 6. <u>Denise Bouchard</u> | 19. _____ |
| 7. <u>Jeff Glover</u> | 20. _____ |
| 8. <u>Henry Bonis</u> | 21. _____ |
| 9. <u>Marty Tuck</u> | 22. _____ |
| 10. <u>Janet Francis</u> <u>Temy Francis</u> | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ | 26. _____ |