

DRAFT

TOWN OF HINESBURG
SELECTBOARD MEETING
DRAFT MINUTES
MAY 15, 2017

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6 Present: Phil Pouech, Chair; Aaron Kimball, Vice-Chair; Andrea Morgante; Merrily Lovell; Tom Ayer
7 (6:50PM); Trevor Lashua, Town Administrator; Renae Marshall; Fire Chief Al Barber; Highway
8 Foreman Mike Anthony; Sgt. Caleb Casco; Planning and Zoning Director Alex Weinhagen; and attached
9 list.

10
11 Phil called the meeting to order at 6:30PM.

12
13 2. Additions/Deletions/Changes to the Agenda
14 There were none.

15
16 3. Interview and Possible Appointment of Zoning Administrator

17 The Board interview Suzeanne Mantegna. Suzeanne was recommended by the hiring committee and
18 Planning Commission. Suzeanne would be working for Hinesburg for 20 hours per week and Richmond
19 20 hours per week. The Richmond Selectboard was scheduled to interview Suzeann the same evening.

20
21 *Merrily moved, and Aaron seconded, a motion to appoint Suzeanne Mategna as Zoning Administrator for*
22 *a three-year term commencing June 1, 2017. The motion passed 4-0 (Tom Ayer absent).*

23
24 4. Resident Request for Zoning Fees

25 Matt Denis of Bittersweet Hill requested a reduction in zoning fees. The Planning and Zoning Department
26 was recommending a reduction as well, from \$2,735.54 to \$495.10.

27
28 *Andrea moved, and Merrily seconded, a motion to reduce the zoning fees for Matt Denis as recommended*
29 *by the Planning and Zoning Department in a memo dated April 21, 2017. The motion passed 4-0 (Tom*
30 *Ayer absent).*

31
32 5. Public Comment

33 Paul Liszt asked to address the Selectboard about possible trespassing, illegal dumping, and animal
34 cruelty issues occurring on and adjacent property on Lagoon Road. Paul stated that he moved his cows on
35 to Town land without permission to forestall any animal cruelty charges, prompting the Town to consider
36 a trespassing charge. The Town also wants Paul to remove rubble, garbage, hay bales, and equipment
37 from the Town's property, and restore fence line removed.

38
39 *Andrea moved, and Aaron seconded, a motion to order Paul Liszt to remove his cows, materials, and*
40 *garbage from Town property no later than Sunday, May 21st. The motion passed 5-0.*

41
42 6. Replacement of SCBA Units for the Fire Department

43 This was a continued discussion regarding the replacement of self-contained breathing apparatus units for
44 the Fire Department. Use of unassigned fund balance was discussed. The staff recommendation remains
45 lease-financing (lease-to-own) for a five-year period to ensure replacement of all units at one time. The
46 funds would be borrowed from Northfield Savings Bank.

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48 *Andrea moved, and Tom seconded a motion to authorize Town staff to seek financing, for a period not-to-*
49 *exceed five years for an amount not-to-exceed \$75,000 for the purpose of replacing SCBA units for the*
50 *Fire Department.*

51

52 7. Baldwin Road/Charlotte Road Intersection – Presentation of Engineer’s Report

53 Tyler Billingsley of East Engineering presented his work on reconfiguration of the intersection, including
54 application of VTrans standards to the extent practicable. The discussion included safety concerns, cost,
55 maintenance, and general function of the intersection.

56

57 8. FY18 Paving Projects

58 Highway Foreman Mike Anthony presented the FY18 paving plan, incorporating a Class 2 paving grant
59 awarded by VTrans. The paving plan, assuming a 2” overlay on all roads listed, is:

- 60 • Pave all of Hinesburg Hollow Road.
- 61 • Pave 1/2 mile of CVU Road.
- 62 • Pave 1/4 mile of Tyler Bridge Road (the entire paved section).
- 63 • Pave 1,200’ of Mechanicsville (from Route 116 to Commerce Street).

64

65 *Tom moved, and Aaron seconded, a motion to provisionally approve the paving plan as presented:*

- 66 • *Pave all of Hinesburg Hollow Road.*
- 67 • *Pave 1/2 mile of CVU Road.*
- 68 • *Pave 1/4 mile of Tyler Bridge Road (the entire paved section).*
- 69 • *Pave 1,200’ of Mechanicsville (from Route 116 to Commerce Street).*

70 *The motion passed 5-0.*

71

72 9. Highway Department Loader Replacement

73 Highway Foreman Mike Anthony discussed replacement of the loader, and the use of savings from the
74 lower than anticipated bids to add the purchase of a broom attachment.

75

76 *Aaron moved, and Merrily seconded, a motion to authorize the Highway Foreman and Town*
77 *Administrator’s office to proceed with replacement of the loader, per the adopted capital improvement*
78 *plan and budget. The motion passed 5-0.*

79

80 10. Proposed changes to the Animal Control Ordinance.

81 Sgt. Casco introduced the proposed changes, which included, but were not limited to, issues related to
82 incidents (on and off the premises of the owner) and initiation of enforcement action. A discussion on
83 leash requirements and dog waste followed. The consensus was to revise the draft with a focus on the
84 on/off premises issue and initiation of enforcement actions.

85

86 11. Delinquent Tax Sale

87 *Tom moved, and Merrily seconded, a motion to engage Kohn Rath Danon Lynch and Scharf to administer*
88 *a delinquent tax sale, and to appoint Andrea as the authorized agent to provide a bid on behalf of the*
89 *Town. The motion passed 5-0.*

90

91 12. Town Plan Review and Discussion – Community Facilities.

92 Alex Weinhagen, Planning and Zoning Director, discussed the chapter with the Selectboard. The public
93 hearing will likely occur in July, based on progress to date with the review process.

94

95 13. Town Administrator – Review Job Description and Advertisement

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96 The draft advertisement was reviewed. A reference to “manager” rather than “administrator” in the
97 second paragraph needed to be amended.

98
99 *Merrily moved, and Andrea seconded, a motion to authorize placement of the modified job advertisement.*

100

101 14. Discuss Formal Purchasing Policy

102 Trevor introduced the Board to VLCT’s model purchasing policy.

103

104 15. Town Administrator’s Report

105 Trevor discussed a variety of topics, such as a meeting with Vermont Gas officials, mediation, the
106 highway garage project’s need for an Act 250 permit amendment, and the summer schedule.

107

108 16. Selectboard Forum

109 Phil discussed Green Up Day, which was a success, and announced he would be looking to step down as
110 the day’s coordinator.

111

112 17. Minutes of 05/01/17

113 *Tom moved, and Aaron seconded, approval of the minutes of May 1, 2017, with the addition of the*
114 *resolutions of reimbursement. The motion passed 5-0.*

115

116 18. Warrants

117 *Aaron moved, and Tom seconded, a motion to approve the warrants as presented. The motion passed 5-0.*

118

119 19. Adjourn

120 *Aaron moved, and Merrily seconded, a motion to adjourn at 10:20 p.m. The motion passed 5-0.*

121

122 Respectfully submitted

123 Trevor M. Lashua

124 Town Administrator