



Select Board

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

Meeting Minutes – December 18, 2017

- Draft -

Attending the Meeting: Phil Pouech, Aaron Kimball, Merrily Lovell, Andrea Morgante, Tom Ayer (joined the meeting at 7:15), Renae Marshall and attached list.

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

There were no changes to the agenda or public comments.

Opening Bids for Police Cruiser

Andrea moved to accept the qualified bid for the police cruiser of \$7,000 which was the minimum bid. Second by Merrily and approved with 5 yes votes.

Errors and Omissions with the Grand List

Marie Gardner, assessor for Hinesburg, reviewed the list with the Board along with two 411 forms. The errors and omissions report was largely due to properties that should have been listed as inactive. The error has been corrected on the Grand List but needs to be approved by the Select Board. The 411 forms show a break out of all categories real estate is classified under. Andrea asked about VT Gas in regards to the line for utilities. Marie said every utility reports to the Town in May and they enter that value into the grand list. NEMRC advises that part of the gas is tied to the commodities price and what the price of gas is. We will not know till spring of 2018 if there is an increase due to the transmission lines.

Andrea moved to accept the errors and omissions report from the assessor's office. Second by Aaron and approved with 5 yes votes.

FY 19 Capital Budget and Department Budgets

Assessor

Marie is recommending the Town contract with NEMRC to become the assessor and do all the associated work and has increased the professional services line to reflect that. They have agreed

to be present at Town Hall for one day a week. Marie said there has been discussion with NEMRC about getting the Town records online which would result in efficiencies.

Paul Lamberson said he feels having the grand list on line is a good idea but will be something different for the Town as that information will be readily available to anyone.

Alex commented that this is a policy change not just a budget change and the cost is an estimate at this point. He suggests perhaps to err on the conservative side and budget a little more in case there is need to hire an assessor.

Library

Paul and Sara presented the budget. Paul said in past years the question from the Select Board has been about reserves. Paul said endowment funds are from the sale of the old building / the Guarino donation and surplus from the operating budget. Funds are invested in the Vermont Community Foundation.

The year ended with over \$50,000 in the checking account which is enough for them to draw down and so they are not asking for any increase from the Town this year.

Andrea asked in regards to deferred maintenance have they considered a capital budget to include not just maintenance of existing building but possibilities that would be capital expenditures. Paul agreed is a good idea but they are not at that point yet.

Highway

Mike reviewed changes with the Board. As with other departments this includes a 3% salary increase.

Professional services increased for engineering costs at the garage. Increase of \$2,500 for calcium chloride to get the Town one more load this summer for dust control. A one-time expense of \$7,000 to replace the guardrails at CVU/Richmond Road corner. Also a one-time cost for work zone signs. Additional Capital transfers of \$45,638 to cover new vehicles/equipment, gravel, culverts and replacement used tanker.

Andrea addressed the workload being carried by the crew with only having three employees and suggested the possibility of sub-contracting some of the work.

Discussed the cost for fuel. Andrea noted she has asked to track the number of gallons and number of hours to see the differences in the cost of fuel or amount of miles and number of times trucks are going out as both can change a lot.

Planning and Zoning

Alex accounted for a 2.5% salary increase to keep the budget low. Renae will adjust to be in line with other Town departments to 3%.

Increases in; professional development to cover staff's participation in training, workshops, conferences, professional services, and mileage. A capital transfer increase for a reserve fund for overhaul of zoning regulations.

Decreases in; special projects, affordable housing committee (last year funded the needs assessment).

Alex noted he will need to meet with the Board and have as a formal agenda item to show discussion about a specific project for funding through the Unified Planning Work Program. This is scheduled for January 8th.

Affordable Housing

Karl Bohlen reported the Housing Needs Assessment is done and they are reviewing to finalize it. Karl noted he has been attending some of the meetings for Sunset Lake Villa regarding the sale, he does not at this point see a role for the Town. They voted to go co-op and are seeking funding from CDI, the problem is the appraised value is lower than the asking price, he does not know if they will be seeking any grant funds at this time.

They are also partnering with the Energy Committee to educate people on ways to save money.

Technology

The biggest item is a new server and has been saved for through the capital reserves to help offset the cost. Alex will get costs on all options.

Tom asked about the increase in website maintenance. Aaron said the Town currently is paying \$10 a month for the website and to get the site to a better level there is an initial cost and will be a higher monthly fee. Aaron is researching options.

Capital Budget Transfers

Rena reported other than \$15,000 for the tanker there are no other new items.

Distribution of Town Report

Rena reported that to do an insert in the Citizen will result in an increase in cost due to the large distribution area. Rena has not heard back on her inquiry for newsprint. The Board agreed to have it mailed to everyone.

Andrea said she would get a cost on the newsprint option.

Merrily moved the Board approve sending out the Town Report as done in the past and printed the same as in the past and mailed to all residents. Second by Aaron. Aaron, Merrily and Phil in favor, Andrea abstained, and Tom voted no. Motion approved.

Town Administrator

Rena reports continued work is being done on budgets. One wall has been poured at the Highway garage. Every Tuesday morning there is a project meeting on the work being done at the garage. There was an RFP done for trash service at the landfill. Second round of interviews will be scheduled for the Assistant position.

Select Board

Tom reminded all of the benefit concert on January 6, 2018 for the Bissonette Recreation fields.

Aaron asked about the status of the Health Order. Rena said Kent has checked the property and there has been no progress – the deadline is this week and if nothing is done will proceed with the next steps in the process.

Phil noted the Select Board 's January meeting schedule is to meet on January 8th, 15th, and the 22nd. The 29th is also possible.

Minutes

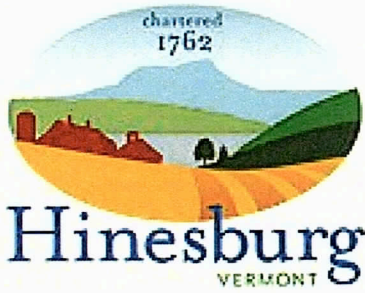
Andrea moved to approve the minutes of December 11, 2017 as written, second by Aaron and approved with 5 yes votes.

Warrants

Andrea moved to approve the warrants, including payroll, as submitted by the Town Treasurer. Second by Aaron and approved with 5 yes votes.

Andrea moved to adjourn at 10:01 p.m., second by Aaron and approved with 5 yes votes.

Respectfully submitted,
Valerie Spadaccini, clerk of the Board



Selectboard Meeting Sign-in Sheet December 18, 2017

- | | |
|---------------------------|-----------|
| 1. <u>Anianna Hulshof</u> | 14. _____ |
| 2. <u>Marie Gardner</u> | 15. _____ |
| 3. <u>Alex Weinhagen</u> | 16. _____ |
| 4. <u>Paul Lamberson</u> | 17. _____ |
| 5. <u>Sara Donegan</u> | 18. _____ |
| 6. _____ | 19. _____ |
| 7. _____ | 20. _____ |
| 8. _____ | 21. _____ |
| 9. _____ | 22. _____ |
| 10. _____ | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ | 26. _____ |