

TOWN OF HINESBURG VT

SELECTBOARD MEETING MINUTES –DRAFT–

May 21, 2018

Attending the meeting; Phil Pouech, Aaron Kimball, Merrily Lovell, Tom Ayer, Andrea Morgante, Joy Dubin Grossman and attached list.

Meeting called to order at 7:03 p.m.

There were no changes to the agenda and Phil noted there is no need for the executive session noted at the end of the meeting.

There was no public comment.

Consider Approving Inventory & Assessment of Hinesburg Town Forest

Pat Mainer, Chair of the Town Forest Committee, was present representing the Committee.

Andrea moved to approve the Inventory & Assessment for the Hinesburg Town Forest for 10 years beginning Jan 2018 as an addendum to the Hinesburg Town Forest Management Plan that was adopted in 2012. Second by Merrily and approved with 5 yes votes.

The Board congratulated Pat on being recognized and awarded the Vermont Tree Steward Award by the Vermont Urban and Community Forestry Program.

Consider Reappointment of Fire Warden

Ed Waite has served as Fire Warden for 12 years. Ed explained the responsibility of the position and how it differs from the Fire Chief.

Tom moved to reappoint Ed Waite as Hinesburg's Fire Warden for a term to run from 7/1/18 to 6/30/23. Second by Aaron and approved with 5 yes votes.

Consider Conveyance and Acceptance of Mulberry Lane

Joy did some research on the question if Mulberry Lane was ever officially accepted as a Town Road and found it had not been done. She had the necessary documents completed to be presented to the Selectboard.

Andrea moved to accept the Resolution stating the Selectboard accept the Irrevocable Offer of Dedication made on 5/7/18, notarized 5/2/18 and its attached exhibit A. Second by Merrily and approved with 5 yes votes.

Consider Approving Audit Engagement Letter with Fothergill, Seagale & Valley

Missy Ross, Town Treasurer, spoke with the Board about a future RFP as they have discussed last year. Not having done that the Town now needs to contract with an audit firm and Missy recommends doing so with the firm we have been using for several years. Missy said she is happy with their services and Joan Holloway, accounting assistant, added they are available to answer questions during the year.

Andrea moved to approve signing the letter of engagement with Fothergill, Seagale & Valley as the Town auditor for year ending June 30, 2018. Second by Merrily and approved with 5 yes votes.

Consider Approving Application for State Funding of Water Asset Management Plan

Erik Bailey, water works superintendent, and Tyler Billingsley of East Engineering, explained the process of applying for the program and how the Water Asset Management Plan can improve how the Town approaches managing the water system. The Loan Forgiveness Program will cover up to \$50,000. Tyler said he will be applying for \$38,000 for his engineering fees, and \$6,000 for the software and hardware needed to run the program.

Missy asked Tyler if he will be responsible for the reports and paperwork related to the grant to the State. Tyler said he will. Missy also asked Tyler if there is a licensing cost for the software. Tyler said there is not, it is a monthly user fee.

Andrea asked what if the loan is not forgiven. Tyler said the Town has 5 years to repay.

Joan asked about tracking time. Tyler said he will be tracking his time and Erik will be tracking his. Cost of time from the Town is used for the match needed.

Joy said she can check with the Town Manager in Johnson about the program they are using. Andrea said get the application in and then can look at what program we would use. Tyler said the one they are looking at has a 30 day free trial period and suggested taking advantage of that to see how we like it.

Andrea moved to task East Engineering to work with Erik Bailey to submit an application for the Drinking Water State Revolving Fund that is up to \$50,000 of a loan for Water Inventory and Asset Management. Second by Aaron. Andrea then added with Aaron approval to sign the application when completed. Motion approved with 5 yes votes.

Initial Presentation of FY 19 Water/Wastewater Budget

Erik highlighted areas of significant change. In Water repair and maintenance are up due to the high volume of repairs.

Andrea asked about operating supplies from last year which was more than twice what was budgeted. Erik said that was new filters and chemicals for the water plant. He has found better cost sources so will not be as much for FY 19.

Erik said the increase in repair and maintenance labor go along with the increase in repairs. Utilities are down and the capital transfer cost is for the first year of repayment of the bond.

The cost of the new system led to discussion on the drinking water. Erik said he brought a sample of Hinesburg drinking water to the Vermont Rural Water Associations Convention and Training Show and entered it in a tasting contest. Hinesburg's water won and is being brought to the National Water Rally in DC in February to compete in the national event.

Wastewater operating supplies have increased as well as sludge removal.

Erik is recommending an increase of 19% for water fees.

Consider Reappointment of Hinesburg's Representative and Alternate to the CSWD Board

Doug Taft and Lynn Gardner were present and are both interested in continuing on the Board.

Aaron moved to reappoint Lynn Gardner as Representative and Doug Taft as Alternate to the CSWD Board representing Hinesburg for a 2 year term. Second by Tom and approved with 5 yes votes.

Chittenden Solid Waste District FY 19 Budget Presentation

Sara Reeves, General Manager of CSWD, reviewed the proposed budget with the Board. There is no plan to increase fees with the exception of the bio solids program. Capital projects such as purchase of a new baler for the materials recycling facility are responsible the large increase in capital.

Phil asked Lynn and Doug how they felt about the budget. Doug said he feels it is a good budget with the flexibility built into it. Lynn added the budget is basically level funded due to the foresight put into the budget.

Andrea moved to approve the budget for the Chittenden Solid Waste District as presented for FY 19. Second by Aaron and approved with 5 yes votes.

Consider Approving First Class Liquor License for Bristol Bakery & Café

Andrea moved to convene as the Board of Liquor Control, second by Aaron and approved with 5 yes votes.

Andrea moved to approve the application for Bristol Bakery & Café for a first class liquor license. Second by Tom and approved with 5 yes votes.

Andrea moved to adjourn as the Board of Liquor Control, second by Tom and approved with 5 yes votes.

Budget Status Report

Phil pointed out things are going well.

There was discussion on the challenge of knowing what to budget for attorney fees, Andrea pointed out this seems to be something we just to accept and have no control over.

Town Administrator Report

Joy reported that Erik facilitated a repair in the water line on Rt 116 across from Lyman Storage.

The Lane building on Gilman Rd is scheduled for demolition on 5/29.

The CPR training needs to be rescheduled.

The question of a School Resource Officer is back to the School Board.

Selectboard

Aaron reminded all of the Community Dinner Friday night 5/25.

Phil said there was a proposal to do a sidewalk infrastructure review and could be done with sidewalk funds.

Andrea reported on 5/29 a group of CVU students will be holding a work day. Joy will be coordinating for the Town.

Tom reported they will be planting 6 trees at the rec field and the dedication held on Mother's Day was great and the entire Eddy family was able to attend.

Minutes

Aaron moved to approve the minutes of 5/7/18 as amended. Second by Andrea and approved with 5 yes votes.

Warrants

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

Andrea moved to adjourn at 10:12 p.m., second by Tom and unanimously approved.

Respectfully submitted,

Valerie Spadaccini, clerk of the Board