



## Select Board

Town of Hinesburg  
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### Meeting Minutes – January 7, 2019

- Draft -

**Attending the Meeting:** Aaron Kimball, Merrily Lovell, Tom Ayer, Andrea Morgante, Phil Pouech (via phone), Renae Marshall, Joy Dubin Grossman, Kathleen Newton, Maureen Barnard, Roberta Soll, Mary Jo Brace, and Leroy Brace

Meeting called to order at 7:02 p.m.

There was no public comment or changes to the agenda.

#### Consider Approving Sidewalk CIP Plan with East Engineering

The Board received a proposal from Tyler Billingsley of East Engineering to take a look at the Town infrastructure relating to sidewalks and to create a plan to look at how to budget for repairs to existing sidewalks.

Andrea would like to have Tyler develop a set of criteria to evaluate broken pieces of sidewalk, drainage issues, and location problems relative to location near roads.

Phil suggested to be sure Tyler works with Alex to be sure we are using existing digital maps in his scanned image of the sidewalks. Phil also noted he would like to see an opportunity for residents in Town to give feedback.

Tom moved to approve the contract with East Engineering for the sidewalk Capital Improvement Plan. Second by Merrily. Andrea noted the cost for this will come out of the capital budget for sidewalks. Motion voted and approved with 5 yes votes.

#### Consider Approving Wastewater Upgrade Planning – Amendment 1

Phil noted the Town has an agreement with Aldrich & Elliot to do the design work. This amendment is approving the additional work to do the analysis which will give us geotechnical information and recommendations to factor into the alternatives evaluation. This will add \$13,500 to the contract and is eligible for the 50% loan subsidy.

Andrea moved to approve the amendment for the engineering services as needed to do the soil borings from Aldrich & Elliott. Second by Merrily. Phil made a friendly amendment to include that the Town Administrator sign the agreement. Motion voted and approved with 5 yes votes.

Tom expressed his frustration with the State and the EPA for putting towns like Hinesburg in a difficult position costing millions of dollars for a minimal gain. He feels bad for the users who will have to pay for this.

Aaron said he is reminded of the visit with Congressman Welch where this topic was brought to his attention and this might be an opportunity to circle back with him.

Motion voted and approved with 5 yes votes.

## **FY 20 Capital Budget and Department Budget Presentations**

- **Agency Request Committee** - Kathy Newton, Maureen Barnard and Roberta Soll, members of the committee, reviewed the requests with the Board. Kathy said 11 applications were received and reviewed.
- **Buildings & Facilities** - Capital items; Andrea supports including the \$2,500 for lot 1, and \$5,000 for the sidewalk plow item to begin saving. All members agreed and Tom added he wants to see where the overall budget comes out as he may suggest revising the funding for the sidewalk plow. Aaron asked if there are other options on what type of piece of equipment we could buy. Tom said he has discussed this with Renae. He said it might be advantageous to get a walk behind snow blower and hire another part time person for the areas of sidewalk where the Tool Cat does not fit properly. Phil recommends increasing the tree planting and maintenance by \$1,000 and to consider some of the sidewalk construction funds be used to look at the Richmond Rd. project. Discussed Town Hall upgrades, Renae feels the additional \$2,500 will be sufficient.
- **Lake Iroquois Recreation District** - Renae reports she has had email correspondence from the LIRD. Last year there was discussion regarding the road and what share the residents were contributing to maintenance of the road. This year they are requesting funding to be \$2,900. Renae asked LIRD about an MOU regarding the road and they said it will be worked on at their next meeting which is Jan 17. Andrea asked that they present a written document for the funds providing justification as to why the district should pay for maintaining the road to the beach area. The Board agreed they need better information so they can understand the situation.
- **Town Administrator / Energy Committee / Economic Development Committee** - The Energy Committee is requesting \$3,100 this year and sent information of what the funds will be used for. Regarding the Municipal Building Energy Assessment, Andrea asked if this will give the Town something tangible that we can act on and how this will be different from what has been done in the past. Tom said we should also be able to get information regarding the buildings that have been built with energy efficiency in mind as to how they are performing
- **Economic Development Committee** - Renae reports the members are looking to pause work as the

Economic Development Committee and put their efforts into the Revolving Loan Fund Committee at this time. They are looking to meet with the Board to discuss this. The funding for the Economic Development Committee will be changed to \$0 funding for FY 20.

- **Town Administrator** - budget reviewed, no major changes.
- **Select Board** - Amount for attorney fees was discussed, asking if the amount is adequate. Renae said in looking at the budget report so far we are ok with last year's allocation so the \$30,000 should be good. Renae said the attorney time she has been able get from VLCT helps keep costs down. The cost to print the Town Reports was increased.
- **Cemetery** - Mary Jo Brace was present to answer any questions. Renae noted she added a line for a coordinator which includes a \$600 stipend. Mary Jo talked about some of the maintenance work planned and would like to put \$3,000 into a capital budget line. Also discussed was the need for some kind of software program to help with tracking deeds and plots. Andrea supports funds in the capital budget to go toward repair of the old headstones. Phil noted that the cost to maintain the cemeteries is not sustainable given the income generated and there may come a time when there should be a plan that the cost of a burial should cover the maintenance costs.

### **Town Administrator Report**

Renae has been busy working on pieces of the wastewater upgrade, working on staffing issues and trying to fill open positions. There is a scheduled interview for the highway maintainer position.

### **Select Board Forum**

Aaron asked about the water problem at the Town Garage. Renae said it has been resolved. Aaron asked if there was an update on the new well. Renae said they have been drilling and stopped at around 538 feet and are getting 250 gallons per minute. Draw down test will take place this week.

Tom reported the Quadra concert raised over \$11,000.

Renae asked about a plan for hiring a replacement for Chief Koss on his retirement. Things to consider; what do we want out of a Police Chief, any changes suggested to the current position, what role will the Chief bring to the department and the community. Phil suggest to have a committee oversee the process as done in past employee searches.

<p><b>Action Item</b> - next meeting for Board members to come with an idea of what they see the scope of work is that the committee is responsible for, a timeline and number of people to be on the committee.</p>
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Phil asked about the budget status now that we are at the halfway point. Were there any surprises Renae saw? Renae said the Fire Department is running high and Al shared that information with the Board. Health Insurance is tracking high and Renae is checking on the amount charged to the

enterprise fund vs. the general fund. Phil asked Renae if in the FY 20 budget she put in salary increase for employees, Renae said she included a 3% increase. Phil asked about the number for the grand list. Renae said the prediction is a very small increase so she had included it at ½%. VT Gas revenue will be incorporated into taxes received.

Andrea noted she had some feedback about the Baldwin Road intersection. The reflectors are knocked down. Discussed was the possibility of creating a wide shoulder area.

### **Review Minutes from December 17, 2018 – Regular and Executive Session**

Andrea moved to approve the minutes of December 17, 2018 executive session meeting held at 7:00 a.m. Second by Tom. Merrily noted the need to have the name of the minute taker included. Motion voted and approved with 5 yes votes.

Andrea moved to approve the minutes of the December 17, 2018 regular meeting held at 7:00 p.m. Second by Tom and approved with 5 yes votes.

### **Warrants**

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

### **Consider a Motion to Enter Executive Session Under Provisions of 1 V.S.A. § 313(a)(1)(a)(1)(b)&(a)(3)**

Phil moved to go into Executive Session because premature disclosure concerning a personnel matter, legal issue and contract issue could put the Town at a substantial disadvantage. Second by Andrea and approved with 5 yes votes.

Andrea moved to include Renae Marshall and Joy Dubin Grossman in the Executive Session. Second by Tom and approved with 5 yes votes.

Phil moved to come out of Executive Session, second by Andrea and approved with 5 yes votes.

Andrea moved to adjourn the meeting at 10:30 p.m., second by Tom and approved with 5 yes votes.

Respectfully submitted,  
Valerie Spadaccini, Clerk of the Board