



Select Board

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

Meeting Minutes – January 14, 2019

- Draft -

Attending the Meeting: Phil Pouech, Aaron Kimball, Merrily Lovell, Tom Ayer, Andrea Morgante, Renae Marshall, Joy Dubin Grossman, and attached list.

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

There were no additions or deletions to the agenda. Phil advised there will be a short executive session at the end of the meeting for personnel issues.

There was no public comment.

Consider Appointing Jonathan Slason to the Development Review Board as a Regular Member

Jonathan has been serving as an alternate and is looking to fill the open spot for a regular member. His appointment as a regular member is supported by Mitch Cypes, Hinesburg Development Review Coordinator, and Dennis Place, DRB chair.

Tom moved to appoint Jonathan Slason to the DRB as a regular member for a three year term ending Jan 1, 2022. Second by Aaron and approved with 5 yes votes.

UPWP Project Proposal for Select Board Consideration

Alex recommends the UPWP project the Town applies for to be for the Richmond Rd. / North Rd. intersection redesign and open public space. Alex said to do this we need to increase the special projects line to \$8,000.

Andrea moved to submit a FY 20 UPWP application for the Richmond Road, North Road intersection redesign and public open space project, and subject to voter approval of the FY 20 Town budget, commit to the required 20% local match (approximately \$6,000) from the Planning and Zoning Special Projects line. Second by Aaron and approved with 5 yes votes.

Discussion with Trails Committee Regarding a Sidewalk Project for Richmond Road

Lenore Budd, chair of the Trails Committee, is asking for help to get this project started. Andrea said she feels it is important to have support for Town committees in the form of an assigned staff person

to help out. Also she noted the first critical step is to talk with landowners and neighbors. Staff could develop a list and help decide the best way to reach out to them. It was agreed to have an ad-hoc committee to include a Select Board member, trail committee member, town staff and others. Phil noted it would be nice to see in the Town Warning something to state the Town is committed to this type of endeavor and perhaps next year could be a budget amount to move this forward.

Peter Modley, trails committee member, said this needs to be done for safety more than for recreation purposes. Tom said rec trail is just a term used and does not intend it is only for recreation.

Ray N asked about the possibility to use some of the sidewalk funds for advertising as we need to get the word out.

The Board agreed they could write a warning for the Town Report.

Discussion on Committee for Police Chief Search and Next Steps in the Process

Ray said he would be glad to be on the committee.

Aaron spoke about his idea for a time line is to have a committee formed and ad posted by end of January. By March we can choose applicants that would be a good fit.

Phil said he thinks it will take 2 to 4 weeks to put together a job description. He said he reached out to Deb Howard who has served on committees to help with hiring processes in the past. She is not able to attend meetings right now but is willing help out. Aaron and Merrily will represent the Board. Frank Koss and Al Barber are interested in being part of the process. Renae will be a part of the committee as well and reach out to Department Heads to see who is interested. Board members will send any other names they suggest to Renae.

Alex questions the need to have a committee come up with a job description. Why not get the ad out and at the same time work on forming the committee. Andrea said she feels it is always good to review the job description to see what the job description was and what is the job that is being done, what might the Board want to change? Andrea asked Frank to write up what his tasks are and how he sees his job today and compare that with the job description.

FY 20 Capital Budget and General Fund Budget Discussions

Planning, Zoning and Technology - Alex explained that at the December 17 meeting he suggested the amount of \$20,000 to be used for budgeting purposes for the Charlotte Road, Route 116 intersection improvements. He has received updated information on costs and now suggests \$50,000 if the Town wants to complete the project in FY 20.

Phil said this could be a warned item asking if the Town wants to spend up to \$50,000 to move forward with this project with the caveat that if we do nothing this could potentially be paid for by Hannaford at some point down the road. Tom likes the idea of having as a warned item as it would allow for discussion. Andrea said \$25,000 could be put in the capital budget as the project will take time before ready for actual construction and \$25,000 next year. Merrily agreed she likes the idea of making this a

separate item to allow this to be a decision by the residents. If we put this as a warned item, Andrea wants to be sure it would not impact any of the DRB decisions and conditions and suggests to check with the lawyer on the possible implications. Phil said he would contact the lawyer.

Phil asked about the proposed revenue for zoning. Alex said he recommended increasing the total revenue by \$5,000 based on what the actuals were for the year before. There were no changes to the Technology budget.

Highway - The Board discussed the capital expenditures requests for Highway. Mike prioritized the requested items to be 1) the screen plant 2) the mulcher 3) Case Tractor 4) 2010 dump truck.

The screen plant would have \$35,000 put in capital this year and another \$35,000 next year. Mulcher \$5,000 for a used one. \$25,000 to replace the 2010 dump truck and \$20,000 for the tractor for a total of \$85,000 this year.

Andrea feels the \$5,000 for the mulcher could be included in this year's budget. She added to put money in capital budget for the screener and also some money for the tractor (for example \$5,000) to begin saving for replacement.

Tom asked how much is spent for screening each year. Mike said \$15,000. Tom said his reservation is the screener is a big expense and with it being used one there is a much better chance it will break down. Mike said the plan is to use it for more than making winter sand and will be able to screen out and reuse ditch material resulting in even more savings.

Phil said they will put the requested items into the capital budget and revisit next week to see what the numbers look like.

Police - Reviewed with no new changes made.

Fire - Discussed with Al the increase in the call reimbursable line. Al said it is partially due to the increase in minimum wage but also due to increased calls.

Town Administrator /Energy Committee / Economic Development Committee - The funding for the Economic Development Committee was put back in the budget.

Buildings and Facilities - Sidewalk construction increased to \$7,500 for the next 5 years in the capital improvement plan and town hall upgrades increased to \$5,000 for the next 5 years. Aaron said he would like to see the lighting improved in the main hall. Andrea suggested one of the items for upgrades is to look into moving the flagpole.

Cemetery - As discussed \$3,000 will be added to the capital budget.

Insurances - Renae said we are trending high right now partially due to changes not anticipated such as staffing changes and plan changes.

Revenues- St George Fire Aid, Renae will be meeting with the St George Select Board on Thursday regarding the cost for Fire Aid provided by Hinesburg.

Town Administrator Report

Renae advised the next meeting will be the Public Hearing for the Capital Improvement Plan.

Water and Wastewater Departments are down one employee due to military leave so adjustments are being made to the workload as necessary.

Renae had a meeting regarding the situation with school buses not travelling on the hill roads when dangerous. She said the Highway crew had cleaned the roads earlier in the morning on the day in question.

At the Safety Committee meeting they will be talking about the designated medical provide.

Continued work on the personnel policy.

Select Board Forum

No comments.

Review Minutes from December 17, 2018

Will act on at next meeting.

Consider Approving Warrants

Aaron 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)(2)&(a)(3)
Aaron moved to go into executive session for personnel reasons. Second by Tom and approved with yes votes.

Phil moved to go into executive session under the provisions of 1 V.S.A. § 313(a)(1)(a)(2)&(a)(3), and to include Renae, Joy and Frank in the first session and just the Select Board in the second session. Second by Tom and approved with 5 yes votes.

Aaron moved to come out of executive session, second by Merrily and approved with 5 yes votes.

No actions were taken.

Aaron moved to adjourn, second by Merrily and approved with 5 yes votes.

Respectfully submitted,
Valerie Spadaccini, Clerk of the Board