



Select Board

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

Meeting Minutes – February 19, 2020

- Draft -

Attending the Meeting: Phil Pouech, Aaron Kimball, Merrily Lovell, Jeff French, Renae Marshall, and attached list.

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

There were no changes to the agenda and no public comment.

Board / Committee / Commission Interviews

Stevie Spencer was present to discuss her application for the **Town Forest Committee**. Stevie is a 35 year resident of Hinesburg and spends time in the forest on her property as well as the Copp-Welsh Forest. Stevie wants to be more involved in the Town's work in the forests. She is currently training with the Vermont Master Naturalist Hinesburg Program and plans to volunteer with the deer count.

Merrily moved to appoint Stevie Spencer to the Town Forest Committee for a three-year term ending 1/01/2023. Second by Aaron and approved with 4 yes votes.

Craig Chevrier was present to discuss his application for the **Village Steering Committee**. Craig has lived in Hinesburg for 18 years and has previously volunteered on various boards and committees. Craig said he is a lifelong environmentalist, political activist and communications scholar. He recently started a business in the Village and his experience is that the Town could be more welcoming to new business. He feels the Village Steering Committee could play a role in that. Phil asked Craig what he sees the Steering Committee being involved in. Craig said to be supportive of new business.

Jeff said he was Chair of the Steering Committee in the past and is glad to have an applicant who sees the Committee as a group who can champion the Village.

Aaron said he has concerns with Craig's comments in postings on FPF toward public officials. Craig answered that criticism is not contempt and feels he has not been unfair to anyone in Town.

Merrily addressed conflict of interest and feels it could be a conflict as Craig has a business and is looking to have the Committee promote business. Craig responded that people who live or have business in the Village are those who understand the issues of Village life best.

Merrily moved to appoint Craig Chevrier to the Village Steering Committee for a three-year term ending 1/01/23. Second by Phil. Motion approved with Phil, Merrily and Jeff in favor and Aaron opposed.

Review of Impact Fee Ordinance Proposals

The Town received two proposals for impact fee ordinance review.

Jonathan Slason of RSG was present and Brandy Saxton from Place Sense was participating via phone. Jonathan disclosed that he serves on the Town DRB. Jonathan reviewed how impact fees can be used and the State regulations around use of impact fees.

Phil asked Brandy if she had any information to add. Brandy said she was asked to submit a cost estimate only and is confused why RSG has a full presentation and proposal.

Renae explained the Board is looking to become familiar with impact fees in general and the entire process. The Board will look closer at the proposals at a future meeting.

Brandy noted the need to tie the impact fees to the capital budget and her scope of work runs off the Town capital budget as it currently is.

Phil asked about water and wastewater in regards to impact fees. Can allocation fees and impact fees both be applied. Brandy said the water and wastewater would need their own capital budgets.

Renae asked the Board members what specific questions they have for Brandy that she can prepare information for. Phil asked Brandy about her work on impact fees. Brandy said it has been a while since she has done an impact fee study. She has done several in Franklin County. She said they are not widely used in Vermont so not a common tool she works with. Phil asked about help with the capital budget. Brandy said her estimate did not include a lot of work with the development of a capital budget but focuses on creating a spreadsheet system to manage impact fee tracking. She can add that work in a complete proposal.

Phil asked Jonathan the same question. Jonathan said his work with municipalities has been where the project list is not well defined and so he works with the Town on building out a capital plan over a number of years.

Merrily asked Brandy about her comment of impact fees not often being used. Brandy said they are used almost solely in Chittenden County with some in Franklin County. Vermont communities are not growing at a rate to justify having them.

Phil asked Jonathan about impact fees being used in this area. Jonathan said some of the capacity items will not be built if there is not adequate growth so there is no risk. He noted the water situation is different as it will be constructed first and then paid back with future growth and that is where risk plays a part. He noted other towns in Chittenden County are updating plans about every 5 to 10 years. Jeff said he noticed in the RSG proposal it mentions inclusion of EMT and water as an additional item. Jonathan said the proposal is specific to fire and police. If further capital items are pursued there are efficiencies.

Brandy said she was working off the capital budget provided, she can include more than fire and police in her revised estimate.

Phil said we need to be sure the capital improvement plan is complete.

Brandy will follow up with Renae to get more information so she can provide more than just an estimate.

Renae said she has received very positive recommendations for both firms.

COPS Grant Discussion with Chief Cambridge

Chief, Anthony Cambridge, was present to answer questions about the COPS grant being proposed by the Police Department. Phil asked what the Town would be paying. It was figured for an entry level officer the cost would be \$225,000 for the three years \$125,000 of which would be covered by the grant. Jeff asked when the officer would need to be hired if we are awarded the grant. Anthony said his experience is the hire is done almost immediately. Anthony addressed the current staffing and the staffing level he feels is adequate.

Phil addressed the fact that the budget has been set for the year and if the grant is awarded the budget will be above what was voted. The grant is an opportunity and we don't know when we would have the opportunity again. Merrily asked where the additional funds would come from?

Anthony addressed the topic of regionalization and programs like the Governor's Highway Safety where funding is available.

Aaron moved to authorize Chief Cambridge to apply for the COPS Grant. Second by Jeff.

Merrily likes the idea but said she is concerned if we are successful in getting the grant, where will the funds come from in July. Aaron said that is a good question that we do not have the answer to now, but feels this is in support of a value the Town has of a vital community Police Department. Jeff said he sees no harm in applying for a grant, he agrees with the concern about the budget. If the Town is going to grow you need to have these services. If we are awarded the Grant and can't find the funds to cover it that is a different conversation. Phil said all the reasons Anthony gave are good but he is leery as at the last few Town Meetings when the Police budget was discussed the Board said we are good where we are at with staffing.

Motion voted; Aaron, Jeff and Merrily in favor and Phil opposed. Motion approved.

FY 21 Champlain Valley School District (CVSD) Budget Presentation

Colleen MacKinnon, CVSD Board member, was present to review the proposed budget.

Colleen noted enrollment is remaining steady. Colleen said a larger system (meaning the five towns consolidating) can adapt more readily to enrollment and staffing changes. The proposed budget has a 4.4% increase. As with the Town, health insurance costs are a considerable factor in the increase. We are still getting a credit (\$.04) as part of the Act 46 Incentive. The adjusted equalized tax rate is \$1.48.

Colleen said one benefit of the consolidation is the resulting efficiency of scale for facility needs.

The items to be voted are the budget of \$82,398,769 / to apply \$725,000 fund balance to the operating budget / to purchase three buses at a cost of \$266,000 (two of the buses that will be purchased will be electric with the difference between the cost of diesel and electric covered by a grant) / and a 6 million dollar bond for facility needs for the school buildings in the district.

Question / Answer Session for Residents Regarding FY 21 Proposed Municipal Budget and Review Roles and Responsibilities in Preparation for Town Meeting

There were no questions received from residents on budget items.

Phil said Board members should be familiar with the budget of the departments they worked with and ready to answer any questions at Town Meeting.

Consider Approving a Financial Maintenance Agreement with VTrans for Intersection Project

Phil moved to authorize Renae to sign the Finance and Maintenance Agreement with VTrans associated with the Route 116 / CVU Road intersection project. Second by Merrily and approved with 4 yes votes.

Consider Approving Supplemental Agreement #1 for VTrans Intersection Project

The intersection project will include upgrade to Town water lines.

Phil moved to authorize Renae to sign the Supplemental Agreement #1 for the VTrans intersection project to upgrade the water lines during the project work. Second by Aaron and approved with 4 yes votes.

Consider Adopting a Procurement Policy

Phil said the purpose of this was to help the Town with applying for funds from the flood damage with FEMA. Renae spoke with someone at FEMA and was informed a written policy is not needed, we need to just follow the practice that would be included in a policy. Renae said she still will be working on a written policy to have in the future.

Town Administrator Report

- Renae said the Town Reports have been delivered. Renae thanked Peter K.K. Williams, local artist, for his contributions to the Town Report of art work.
- She has been working with the consultants on impact fee proposals.
- Going through the required documents for FEMA.

Select Board Forum / Correspondence Received

- Merrily reported she attended the CWAC meeting yesterday to get more information about the changes to managing water quality. The State does not want to be in charge of the grants and are looking to have Water Quality Service Providers to manage the grants. Merrily said the Chittenden County Regional Planning Commission suggested they take it on and would be overseen by the Basin Water Quality Counsels. Merrily feels the Town needs to be informed on this matter as the LaPlatte River is impaired for E.coli.
- Phil said he attended a meeting by CCRPC about the I-89 study to address safety and congestion.

Review Minutes from February 5, 2020

Aaron moved to approve the minutes from February 5, 2020 as amended. Second by Merrily and approved with 4 yes votes.

Consider Approving Warrants

Aaron moved to approve the warrants, including payroll, as submitted by the Town Treasurer. Second by Merrily and approved with 4 yes votes.

Aaron moved to adjourn at 10:50 p.m., second by Merrily and approved with 4 yes votes.

Respectfully submitted,
Valerie Spadaccini, Clerk of the Board



Selectboard Meeting Sign-in Sheet February 19, 2020

1. Colleen MacKinnon

14. _____

2. STEVE SPENCER

15. _____

3. Jay Slason (RSG)

16. _____

4. CRAIG CHEVRIER

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