



Select Board

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

Meeting Minutes – June 17, 2020

- Draft -

Attending the Meeting: Phil Pouech, Merrily Lovell, Jeff French, Mike Loner, Jeff Tobrocke, Renae Marshall, Joy Dubin Grossman, Al Barber, Erik Bailey, Melissa Levy, Steve Gladstone, Doug Taff, Jonathan Slason, Josh Tyler (CSWD), Jennifer Holliday (CSWD), Sarah Reeves (CSWD), Kate Kelly

Meeting called to order at 7:00 p.m. via Zoom (remote meeting platform)

Additions/Deletions and Public Comment

There were no changes or public comment.

Town Administrator Report

- Renae reported the no turn on red light signal has been fixed.
- Three proposals for ambulance service have been received.
- Round 1 of the Revolving Loan Fund grants agreements were signed and checks issued.
- She is still waiting for quotes for plexi-glass shields for Town Hall.
- Wiring for the new phone system at Town Hall is being done this week.
- Conducted FEMA site visits for remaining work from the Halloween storm

Mike asked about the shopping program at Lantman's store. Renae said she is trying to get clarification if Lantman's is prepared to take over the shopping again as demand for the service has slowed down.

Phil asked if there will be any publicity about the grants being awarded to local businesses. Renae said the Hinesburg Record will have a story on it.

Select Board Forum/Correspondence Received

Merrily said she responded to comments on FPF about the Value Statement from the Board and suggested the individuals contact Mike or Jeff T.

Jeff T said he received one response from a resident who would like to be involved in the work of the group. He also noted a group of 40 CVU teachers who will do a social justice, racial alliance reading group over the summer.

Joy asked Jeff T and Mike to reach out to her as she would like to be involved with helping.

Elizabeth Newman sent an email to the Board about a letter she wrote to Chief Cambridge. Phil said he will ask Anthony to respond to Elizabeth.

Updates on COVID 19 Response Efforts

Al Barber reported that calls have not increased due to COVID 19. They are still well stocked with protective equipment.

Consider Approving Draft FY 21 Water and Wastewater Budget and Proposed Rates

Phil asked Erik if he had any plans for upgrades included in the budget. Erik said the water meter reading hardware/software is no longer supported. There is \$6,000 in the budget for that.

Phil confirmed with Erik that the water capacity is good and we have water to allocate.

Jeff F asked about the water/wastewater allocation scoring system that was presented to the Board and where the document is being held. Erik said that is the Planning and Zoning office document.

Jeff F moved to accept the Water and Wastewater budget as presented. Second by Mike and approved with 5 yes votes.

Jeff F moved to keep the Water and Wastewater rates the same as the current year. Second by Merrily and approved with 5 yes votes.

Merrily asked Erik if the next step after the draw down on the new well is to be permitted by the State. Erik replied after we do the test, the report with the results of the test is filed with the State and they will decide how much volume we will be permitted for.

Review Revolving Loan Fund (RLF) Grant Applications for COVID 19 Relief for Businesses (round 2).

Melissa and Steve reviewed the Revolving Loan Fund Grant Application spreadsheet on 11 businesses for this round. The same criteria and process was used as in round 1.

Phil asked if they expect a round 3. Melissa said she does not think so, they would have to decide if there is still need and if they want to use more funds in this way. Steve said they can look at things again in the fall.

Phil moved to approve the Round 2 grants for businesses impacted by COVID 19 as recommended by the Revolving Loan Fund Committee. Second by Mike and approved with 5 yes votes.

Consider Approving FY 20 Audit Engagement Letter with Fothergill Segale & Valley

The Board discussed going out to bid in the future. Renae said they have been very happy with the work from Fothergill Segale & Valley and Missy is comfortable working with them. The Board will revisit this next year.

Mike moved to approve the FY 20 Audit Engagement Letter with Fothergill Segale & Valley. Second by Merrily and approved with 5 yes votes.

Consider Approving Impact Fee Update Proposal from Resource Systems Group Inc., (RSG)

Jonathan Slason explained the next steps are to identify who is going to be the key point person for the Town, and whether there will be a more comprehensive point committee to cover Fire, Police and any future Town needs or one person for Fire and one for Police. Renae added there was discussion on Town staff doing some of the work to help offset some of the cost. Jonathan said a schedule can be done when the Town sets specific dates.

Phil suggested that Renae, Alex and perhaps a Select Board member meet to talk about a schedule, the support needed and who would be the contact person. Phil asked about the time frame and Jonathan said the Police would likely be about 3 months but Fire would be more complicated.

Merrily moved to approve moving forward with the impact fee update proposal by Resource Systems Group, Inc. (RSG) and that we anticipate that staff will continue to work with the consultant to offset costs for this update. Second by Jeff T and approved with 5 yes votes.

Consider Approval for Non-Union Staff to Cash Out Up To Two Weeks of CTO Time Prior to June 30

Phil moved to approve allowing non-union staff the temporary option of cashing out up to two weeks of CTO so long as they retain a minimum of 120 hours of CTO after the cash out and with the expectation there will be a written policy at some time. Second by Mike and approved with 5 yes votes.

Chittenden Solid Waste District (CSWD) FY21 Proposed Budget Presentation

Sarah Reeves thanked Lynn Gardner for his work over nearly 30 years with CSWD and in helping to create the district. She also noted the partnership Lynn and Doug have created working as representative and alternate is a model for all and she is glad Doug has agreed to step into the representative position.

Sarah reviewed the proposed budget noting the anticipated shortfall.

Sarah said regarding the drop off center in Hinesburg there are a few items left to be completed from the punch list and they do not expect it to be open before mid-July. They are waiting for required signage.

Mike asked about the Rover schedule. There is no current schedule as the Rover is on hold at this time.

Consider Request by Conservation Commission to Carry Over Natural Resources Inventory Funds

Kate Kelly said they are in the beginning stages of the inventory. They hired a consultant who has done some draft maps.

Merrily moved to approve carrying over the \$8,000 in funds for Phase 1 of Natural Resources Inventory mapping into FY 21 for the Conservation Commission. Second by Jeff F and approved with 5 yes votes.

Review Minutes from June 3, 2020 and June 10, 2020

Phi moved to approve the minutes from June 3, 2020 as submitted. Second by Mike and approved with 5 yes votes.

Phil moved to approve the minutes from June 10, 2020 as amended. Second by Mike and approved with 5 yes votes.

Consider Approving Warrants

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

Phil noted there is no need for executive session as they need more time to get information regarding the personnel issue.

The RFP's for ambulance service have been received but not reviewed and will hopefully be discussed in executive session next meeting.

Mike moved to adjourn at 8:49 p.m., second by Jeff F. Merrily, Jeff T and Phil voted to approve and adjourn at 8:56 p.m.

Respectfully submitted,
Valerie Spadaccini, clerk of the Board