



Select Board

Town of Hinesburg
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Meeting Minutes – September 2, 2020

- Draft -

Attending the Meeting: Phil Pouech, Merrily Lovell, Jeff French, Mike Loner, Jeff Tobrocke, Renae Marshall, Joy Dubin Grossman, Wayne Aldrich, Erik Bailey, Maggie Gordon, Katie, Al Barber, Patrice Machavern, Andrea Morgante, Elizabeth Deutsch

Meeting called to order at 7:05 p.m. via Zoom remote meeting.

There were no changes to the agenda or public comment.

Town Administrator Report

Renae has been busy with COVID related grants. One is from FEMA and the other is a combination from the Economic Development Committee and the Revolving Loan Fund Committee grant proposal to support local businesses. Also, a grant for COVID related expenses not covered by FEMA.

- Continuing work with the solar contractors.
- Looking ahead to the FY22 budget, Renae asked Board members to submit their priorities for the fiscal year planning to her.

The next meeting, September 9th, will be the first set of public hearings for the wastewater upgrade and ambulance.

The September 16th meeting will include approval of the reserve funds and creation of the highway garage sinking fund. The Board will review the capital budget that was approved in January.

Select Board Forum / Correspondence Received

Jeff F said he received an email regarding solar on the library building and sent it on to Renae. Renae said she sent it along.

Jeff T said he, Renae, Joy and Jeff F had a good meeting regarding the new Town website.

Merrily asked about the search committee for the new police hire. Renae said two community members interested in serving on the committee contacted her. Jeff T asked when the committee has made a recommendation does that candidate come before the Select Board? Jeff F said as this is a staff position, he feels it can be decided by Renae and Chief Cambridge. Mike agreed with Jeff F. Merrily said she would like to represent the Select Board.

Phil said he, Merrily and Renae took part in the Fire Department leadership meeting. Phil noted his impression was that the Board does not pay enough attention to the Department and the Fire Department would like to see more of a connection. He also noted this is the most complicated department in Town. There are a lot people involved who are volunteers and a lot of training required. Merrily added it is unclear if it is a Town department or independent, she hopes this can be cleared up in the future. Phil agreed and said the desire is to make it a Town department.

Wastewater Bond Vote Discussion and Planning with Wayne Elliott (Aldrich & Elliott)

Wayne said there are two pieces of the project that affect the sewer rates.

The debt retirement will have an annual loan payment of approximately \$184,000 and would be added to the base fee.

Additional O&M costs could be placed on the usage rate.

Other potential sources of income could be the general fund by adding a portion of the debt retirement to the property tax rate.

Phil asked if in the O&M costs have labor and sludge removal included and all the extra costs above what we have now. Wayne said that is correct, it includes one more full-time equivalent person, chemicals, sludge disposal and electricity.

Phil asked to include the savings of having a 0% interest loan in the cost and funding chart.

More potential funding sources could be the sewer allocation and connection fees. Wayne said Hinesburg is however on the higher side of fees and does recommend an increase. The Board could still apply a portion of these fees to debt retirement.

Wayne added the Board can look at industrial sewer allocation fees or surcharges and industrial sewer rates in the future.

Phil said the Board can commit to working on industrial rates for the future.

Jeff T feels we need to have impact fees for sewer. Wayne replied the allocation and connection fees act as the impact fees.

Phil suggested creating a spreadsheet to show putting a part of the allocation and connection fee to the debt retirement.

Jeff F asked if the bond does not pass, where does that leave the Town. Renae said we must have a positive bond vote by June 30, 2021 to get the full funding package. Jeff F noted the Town still has to build this and it will then lead to a bigger expense if we do not get the funding.

Mike said he understands the argument of not paying if you are not a user but this is infrastructure required by the Town.

Merrily asked if it does not pass in November and we need to vote again in March, will we lose funding? Renae said if we have a positive vote by June 2021 the funding is safe.

Phil said over the next week to look at the impact to users, apply what we find out about when the loans will be due and next week make a decision. Mike asked if we do add to the property tax, can we get the amount the users will pay. Wayne said he will prepare a spreadsheet with options.

Jeff T said we need to get all the information out to residents before early voting on September 21. Erik Bailey advised the Board the flow tests on well 6 looks promising.

Hinesburg Fire Department Presentation to the Select Board on Proposed Ambulance Budget

Al advised the budget was prepared with actual current call volumes, not estimates. It does not include mutual aid. Roughly \$40,000 in this budget will be removed from the Fire Department budget. This budget includes one full time employee, this is not the full-time person that has been added to the Fire Department budget. The capital budget includes \$25,000 annually for a 10-year replacement plan for the ambulance.

Patrice Machavern, business manager with Charlotte Fire and Rescue, worked on the budget with Al. Patrice noted some of the items in the capital budget are just being moved from the EMS budget.

Jeff T asked if there are going to be two ambulances and what level of service will be provided. Patrice said it will be one ambulance and MED 100 will be used as a back-up. This will be an ALS not paramedic service. If paramedic service is needed that is covered in the budget under, "intercept fees paid to other services".

The revenue reflects actual revenue received by St. Mike's. Future years include an 8% growth rate. Jeff F asked about the revenue numbers. Are they based on a price per call and average number of calls per year or just from billing information from St. Mike's? Patrice said the first budget she put together used the call volume and average revenue per call which was a higher number than in this budget. Jeff F questioned the 8% growth, he said historically 3% has been the average growth.

FY 25 assumes increase residents from new development. For transport data the Board asked for actual number of calls and actual transports over the last three years.

Renae asked if they will be taking everything from MED 100 to stock the ambulance, what is plan B for MED 100. Has that been factored into the capital budget? Al said most everything on MED 100 now has duplicates on engine 3.

Phil asked Al to show the impact if the Town goes for a building for the new truck vs. a building for fire and new ambulance. We can then show there is a plan, using some impact fees being collected for the future to show this is expected.

Jeff F asked where will they house the ambulance? Al said they will move MED 100 to the old fire station.

The number of actual transports were discussed, Phil suggested adding a line to show the number is based this number (whatever that number is) of transports.

Phil also suggested to highlight the items that we already pay and include capital costs.

Al asked for the help of the Select Board in their planning for the future. They need the support of the Board.

Merrily asked for estimated figures on the cost of a second ambulance.

Patrice asked what the current relation is per penny on the tax rate. Renae said \$62,770.

Andrea Morgante asked what year the Board expects ground breaking to start to happen for Haystack. They do not have local approval or have gone through ACT 250. She was wondering about the timing of when impact fees would be in place. What is the timeline for start of ambulance service and receipt of fees considering the revenue stream? Phil suggested to look at the memo from Alex.

Review Minutes from August 19, 2020

Phil moved to approve the minutes from August 19, 2020 as amended. Second by Merrily 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 Jeff T and approved with 5 yes votes.

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

Phil moved it is appropriate to go into executive session for personnel discussion including Renae. Second by Merrily and approved with 5 yes votes.

Phil moved to go into Executive Session Under Provisions of 1 V.S.A. § 313(a)(1)&(a)(3). Second by Merrily and approved with 5 yes votes.

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

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

Respectfully Submitted,
Valerie Spadaccini, Clerk of the Board