



# ANNOTATED AGENDA

**December 10, 2012**

## 2) Budget Review: Lister; Town Clerk

- Guests:**
- (1) Missy Ross, Town Clerk
  - (2) Marie Gardner, Lister
  - (3) Freeda Powers, Lister

- Enclosures:**
- (1) Budget Write-Ups in Selectboard Packet
  - (2) Full FY2014 budget information available at:  
<http://www.hinesburg.org/budget/>

Continuation of weekly meetings with each department head in regards to their department's budget. Review the budget write-up in your packet and be prepared to ask questions. Neither the Clerk's budget nor the Lister's budget account for a significant chunk of the Town budget; however, both departments supply highly important functions and the needs of these two departments are important to meet for the service of basic and necessary functions of this local government.

*No Official Action Anticipated*

## 4) Public Safety Facility

- Guests:**
- (1) Public Safety Facility Committee Members
  - (2) Henry Erickson, Estimator

- Enclosures:**
- (1) Cost Estimates for PD
  - (2) Cost Estimates for FD – Apparatus Bay
  - (3) Cost Estimates for FD – Training Space
  - (4) Architects Budget Summary
  - (5) Building Only Square Footage Costs
  - (6) Total Budget Overview of Three (3) Phases
  - (7) Bond Bank Payback Information for each of the three (3) Phases
  - (8) Property Tax Impact on Bond Payback for three (3) Phases
  - (9) All public safety facility info to date:  
<http://www.hinesburg.org/public-safety-building-project/index.html>

The purpose of this agenda item is to share the cost estimate information for the Public Safety Facility, all three (3) proposed phases: Police only; Fire Apparatus Bay; Fire Training Space. It is probably most helpful to look at Enclosure #5 (Building Only Square Footage Costs) and compare that sheet to Enclosure #6 (labeled as schematic costs PD 12-7-12). By comparing these two sheets it's plain to see the difference between the building square foot costs and total costs associated with a final product. Also included in your packets are bond payback schedules for all phases of the project and the corresponding property tax impacts as a result of repaying a bond. The property tax impact includes a reduction for an annual allocation of impact fees to offset the total annual debt service liability. The actual annual available from impact fees should be more than what has been shown. The other good news is that i-rates are very low right now, less than 3%.

Henry Erickson, estimator, will be in attendance to talk some about how he puts estimates together at this stage of design work. It's important to note that his estimates include both material and installation (labor) costs. Also important to note this project has been estimated as a commercial building.

Again, the purpose of this agenda item is for the Selectboard and public to get an understanding of the cost estimates and how those estimates were comprised.

The Public Safety Facility will be back on next week's agenda so the Board can discuss 'feelings' and 'thoughts' about the costs and how we might move forward.

*No Official Action Anticipated.*

#### **5. Budget Review: Planning & Zoning, Technology, Town Administrator, Selectboard**

**Guests:** (1) Alex Weinhagen  
(2) Joe Colangelo

**Enclosures:** (1) Budget Write-Ups.  
(2) FY2014 Budget Info available at:  
<http://www.hinesburg.org/budget/>

Holy Cow! These are the last department level budget reviews for the FY2014 budget. Please review information in your packet and available on the Town's budget page in the website.

*No Official Action Anticipated.*

#### **6. FD Proposed Electronic Sign**

**Guests:** (1) Al Barber  
(2) Alex Weinhagen

**Enclosures:** (1) Memo from Chief Barber  
(2) Sign Ordinance  
(3) CVU Sign Decision Excerpt  
(4) <http://www.daktronics.com/ProductsServices/Products/Message-Displays/Pages/default.aspx>

Chief Barber will present to the Selectboard the Fire Department's desire to erect an electronic message sign at the fire department, visible to travelers on Rte 116, similar to the one at CVU. While the Fireman's Association would purchase the sign the Town would need to be the applicant in front of the DRB.

The purpose of the meeting tonight is for Chief Barber to introduce this item to the Selectboard and for Board members and members of the public to discuss and ask questions. The Selectboard will be asked at a later meeting to consider a Motion in support of this request and to apply to the DRB for approval.

*No Official Action Anticipated.*

## **7. Budget Review: Town Forest Committee**

**Guests:** (1) Steve Russell  
(2) Other members of TFC

**Enclosures:** (1) December 5, 2012 TFC Meeting Minutes  
(2) See SB Packet November 19, 2012 – Buildings & Facilities Capital Budget

Currently, we have a \$500 'placeholder' for the TFC; this figure can be found in the Buildings & Facilities Capital Budget and \$2,000 in the line-item budget (Forest Old/New). According to their meeting minutes of 12.5 the Town Forest Committee will be requesting \$5,000 for maintenance and \$2,000 for signs; however, my last correspondence with that committee suggests they are requesting only the \$2,000 for signs. Members of the Town Forest Committee will be in attendance to discuss their request with the Selectboard. You should treat this as you treat the department head meetings. Get the facts now and plan to make a decision later.

*No Official Action Anticipated.*

## **8. License Agreement Copp/Welch II**

**Guests:** (1) Lenore Budd

**Enclosures:** (1) License Agreement  
(2) See last weeks SB packet for maps.

Included in your packet is the final copy. Last week it was reported a few minor edits were needed and the Selectboard decided, rightfully so, to put off signing off on this until a clean copy was available for review.

*Consider a Motion to have the Selectboard Chair sign License #405-00-BU1-2013 granting the Town of Hinesburg use of a portion of the Lewis Creek Stream Bank Property, consisting of 91.56 acres and known as the Copp/Welch II parcel, for Trail Maintenance.*

## **9. Interview: Police Officer**

**Guests:** (1) Cheif Koss  
(2) Mr. Joshua Mesec

**Enclosures:** (1) Joshua Mesec Résumé  
(2) Letter of Employment Will be Available at the Meeting

Mr. Joshua Mesec is being recommended for employment as a Police Officer for the Hinesburg Community Police Department. Chief Koss and Sergeant Casco went thru an extensive interview process, with a number of potential candidates, and felt confident moving forward with Mr. Mesec. Josh also interviewed with me, Jon Trefry, and Michael Bissonette last Thursday. Joshua hails originally from just outside of Plattsburg, NY and is an Intelligence Officer with the National Guard.

Currently he is stationed out of Rochester, NY but is working on transferring to Colchester. Josh will have to attend the Police Academy and train with a Field Training Officer before he will be certified. The process will take roughly 6 months total. Josh is planning on finding housing in Hinesburg and will therefore be part of the 24 hour on-call program once he is certified.

This is an opportunity for the remaining three (3) Selectboard members – and the viewing audience at home – to meet Joshua.

If hired, he will start the Police Academy on January 24, 2013.

*Consider a Motion to Offer Joshua Mesec the Position of Police Officer for the Town of Hinesburg and to have the Board Chair sign his Letter of Employment.*

## **10. Town Administrator's Report**

- 1. Vt Gas Letter** – The signed letter was sent to Steve Wark at Vermont Gas. The PSB, our local State Senators, and Representatives were copied. The letter is available to the public on the Hinesburg homepage.
- 2. Water Assessment Study** – Jon Trefry, Brian Mattison, Rocky, and I will be meeting with A&E Monday morning to discuss the status of the Water Source Assessment work and report to the Board at the meeting.
- 3. Meeting with Rep's/Senators** – David Zuckerman, Diane Snelling, Mike Yantachka, and Bill Lippert have been invited to talk with the Selectboard on January 21, 2013.
- 4. Selectboard 'Retreat'** – We are planning a budget retreat next meeting at 6pm. Phil should lead this discussion; I will order pizza.
- 5. Holiday Hours** – Town Hall will be closed December 24 & 25; December 31 & January **1**.