

Annotated Agenda

January 14, 2013

3. DRB Annual Update

Guests: (1) Tom McGlenn, Chair
(2) Other DRB Members Invited

Enclosures: (1) DRB Annual Report
(2) See DRB Website: <http://www.hinesburg.org/drb.html>

Tom will attend Monday evening to update the Selectboard on the work of the DRB over the year. Last year, while giving a similar update, Tom became envious of the new Selectboard nameplates. As a result, the DRB had nameplates made...huge, custom designed nameplates. Now I think the DRB is envious of the Selectboard's transformation to iPads and are considering a movement to the paperless world too. I'm sure they will find a way to upstage the Selectboard with fancier tablets.

Like we do with all the committees, boards, and commissions, this is an opportunity for the Selectboard to engage with DRB on how the board operates and what improvements might need to be made.

Chairperson: Tom McGlenn

Vice-Chairperson: Zoë Wainer

Clerk: Dennis Place

Meetings Held: 1st and 3rd Tuesday of each month

Location: Ground level conference room, Town Hall

Development Review Board Members

Name	Term Ends
Ted Bloomhardt	01/01/14
Richard Jordan	01/01/14
Tom McGlenn	01/01/14
Bill Moller (alternate)	01/01/16
Sarah Murphy (alternate)	01/01/16
Kate Myhre	01/01/16
Dennis Place	01/01/16
Zoë Wainer	01/01/15
Greg Waples	01/01/15

Committee members serve 3-year terms.

No Official Action Anticipated.

4. Hinesburg Village North Sidewalk Grant

Guests: (1) Martha Keenan
(2) Rocky Martin

Enclosures: (1) Grant Agreement with State
(2) Selectboard Approval for Application: See July 23rd Annotated Agenda
(3) Grant Approval from State: See November 5 Selectboard Packet
(4) Complete Grant Application: See November 12 Selectboard Packet
(5) M.O.U between Town, NRG, SB Collins: See 11/19 Selectboard Packet
(6) Draft Contract for Municipal Project Management Services Between Martha Keenan and Town of Hinesburg

On October 18, 2012, the Town of Hinesburg was awarded \$211,500 from the State of Vermont's 2012 Bicycle & Pedestrian Grant Program. As required by the program, the Town is responsible for 10% of the total \$235,000; per the November 19th M.O.U signed between the Town, WindNRG, and SB Collins, WindNRG is responsible for 80% of that 10% and SB Collins is responsible for 20% of that 10% - the Town is not responsible for any matching funds.

This grant will fund the design and construction of 1100' of sidewalk along the east side of Rte 116 connecting Commerce Street to Riggs Road. Our original grant application was for funding to connect Commerce Street to the new Recreation Path on CVU road and we will continue to work with the Trails Committee, WindNRG, and other partners to complete the link between Riggs and CVU Road.

Anyways, the purpose of this agenda item for January 14th is to sign the grant agreement with the State of Vermont. This document is included in your packet. In connection with the grant agreement we are also working on the finishing touches of a contract between the Town of Hinesburg and Martha Keenan for Municipal Project Management (MPM) services. Martha will be the Town's project manager. A draft of this contract is included in the Selectboard packet. We are currently reviewing the language with the State's project manager for this project - Nancy Avery. I'm not sure if Nancy will get back to us by Monday with suggested or required language per State requirements but I would like to still move forward and sign the agreement with the State with the acknowledgment that a MPM contract is in the works and forthcoming between the Town and Martha.

Consider a Motion to Sign the Cooperative Agreement for HINESBURG STP BIKE(54) a.k.a Contract # CA0326 for the Hinesburg Village North Sidewalk Project placing a sidewalk on the east side of Rte 116 connecting Commerce Street to Riggs Road.

5. Affordable Housing Grant

Guests: (1) Rocky Martin

Enclosures: (1) MOU Between Vermont Energy Investment Corporation and the Town of Hinesburg

Thanks to the work of Hinesburg's Affordable Housing Committee, the Town of Hinesburg has been awarded a \$7,500 grant for the purpose of energy conservation and reduction in mobile homes in the Mountain View Mobile Home Park. The \$7,500 will be coupled with \$3,000 from the Housing Foundation, Inc (owners of Mountain View), \$600 from Reiss Contruction, and \$800 from money that has been set aside for the Affordable Housing Committee. This \$800 includes their annual allocation of \$500 plus an additional \$300 that has left over from a previous grant.

See the MOU and attachments in the Selectboard packet for a complete explanation of the project.

Consider a Motion to have Rocky Martin, Chair of Hinesburg's Affordable Housing Committee, sign the Memorandum of Understanding, as the Town's representative, between the Town of Hinesburg and the Vermont Energy Investment Corporation.

6. Public Safety Facility

Guests: (1) Public Safety Committee Members

Enclosures: (1) None

THIS ITEM WILL BE UPDATED BEFORE THE MEETING. (Note 1/11/13)

No Official Action Anticipated.

7. St George Contract

- Guests:** (1) Al Barber
- Enclosures:** (1) FY2013 Proposed Invoice
(2) Supplemental Information

This is the annual invoice we send to St. George for the fire protection services we supply to them. We charge them 15% of the previous years' total fire department expenditures minus grants and capital purchases. As you will see, we subtracted out the \$84,000+ expenditures that showed up in capital expenses before calculating the 15%.

Rena, Al Barber, Missy and I reviewed the invoice prior to submitting to the Selectboard for approval.

Consider a Motion to Approve and Sign the FY2013 Fire Protection Contract Invoice to the Town of St. George in the Amount of \$23,644.01

8. FY2014 Budget

- Guests:** None
- Enclosures:** (1) January 8, 2013 Memorandum from Joe Colangelo
(2) Updated FY2014 Capital Summary
(3) Updated FY2014 Capital Detail
(4) Updated FY2014 Expenditures
(5) Updated FY2014 Revenues
(6) Mobile Home Reappraisal Estimate

I think we are getting pretty close to finalizing the budget. Mike Anthony has recommended eliminating the additional \$5,000 we originally budgeted in the 'Brush Cutting' line-item; so that is an additional edit from the January 8th budget update. Other factors to consider for the Selectboard is the amount of fund balance to estimate using now that we have a workable figure to use from the audit report last week, to place additional monies back into the 'Road Paving' line-item in the HWY capital budget, and to reduce cash savings lines in the HWY capital. I think those are the final decision items for the Selectboard to consider. Additionally, we MIGHT be able to increase the revenue expected from the St. George Fire Services Contract depending on the outcome of Agenda Item #7 (above).

If you look at Enclosure #6 – Mobile Home Reappraisal Estimate you can see the reappraisers estimated change (reduction) to the grand list \$955,700 (see handwritten note on top right hand side). If that reduction held and no other additions were added to the original estimated grand list total I used for the November 5th budget presentation then we would lose approximately \$10,000 in revenue from the property tax revenue estimate (see line #4 under FY2014 Revenues). Again, while I cannot be 100% sure, I have confidence that we will have enough additions to the grand list between the original estimate in November and the final lodged grand list at the end of June to make up for the reductions to the mobile homes. But, the Selectboard could either decide to 1) lower the grand list estimate and increase the estimated property tax rate, or 2) decide that additional fund balance will be used to offset any difference in the final grand list and the estimated grand list and continue with the proposed property tax revenue as presented. Either choice would be perfectly reasonable.

Assuming we can more or less iron out these issues we should have a budget the Selectboard can adopt at the next meeting.

No Official Action Anticipated.

9. Selectboard Meeting Minutes

Guests: None

Enclosures: None

I do appreciate feedback from our citizens. For one, I learn that folks actually take the time to read the annotated agenda, the Weekly Update, and other documents that we spend significant effort putting together to fully inform residents of the activities ongoing at Town Hall. Another reason I appreciate feedback is oftentimes private citizens are able to help improve our operations by pointing out issues. In this case I think we need to improve how Selectboard Minutes are handled. One negative of the iPad transition has been that it has made Val's job more difficult. I'd like to take a few minutes Monday evening to discuss this issue with the Board and Val, think of a solution, and try to get this function improved ASAP.

No Official Action Anticipated.

10. Town Appointments

Guests: None

Enclosures: (1) Excerpt from CCRPC regarding Planning Advisory Committee

Please consider appointing Hinesburg Town Planner Alex Weinhagen to the following two (2) posts. It may be worth clarifying that these appointments are not really addressed in our CBC policy and we don't have an adopted policy for appointments to regional boards like CCRPC, CSWD, CCTA, etc. We could look at drafting up something as it seems like it would be reasonable to have a stated policy/guidelines for the future. For now I recommend moving forward with these appointments; they could be re-examined next year if a new policy is set in place.

- 1) **Acting Zoning Administrator** – This will enable us to continue processing zoning permits and other ZA administrative functions when the Zoning Administrator is away (e.g., vacation, extended illness, etc.) or when the position is vacant and waiting to be filled. We used to appoint someone in this capacity years ago, but we haven't for some time. State statute enables/envision this (Title 24, Chapter 117, Section 4448b), as long as there are, "clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer." In our case, we would simply specify that the Acting ZA would only have the authority to fulfill ZA duties when the ZA is away (e.g., vacation, extended illness, etc.) or when the position is vacant.
- 2) **Hinesburg representative to the CCRPC Planning Advisory Committee** – This committee is really geared for 'professional' planners. I think all Chittenden County municipalities appoint their Town Planner or like professional.

Consider a Motion Appointing Alex Weinhagen as Acting Zoning Administrator per Title 24, Chapter 117, Section 4448b.

Consider a Motion Appointing Alex Weinhagen as Hinesburg's Representative to the CCRPC's Planning Advisory Committee.

11. Town Administrator's Report

1. **VT Gas/Addison Natural Gas Project** – Hosted Open House January 9th. Sparsely attended but seemed to be helpful to those who did attend. Public Meeting on January 16th at 7:30pm in Town Hall. Hope for a good turn-out. See correspondence from New Haven resident. I've been working with Bud Allen on the Town's interaction with the Public Service Board on this. Bud may recommend an attorney with more direct knowledge of the PSB process.

2. **Economic Development Committee** – Committee planning a kick-off meeting in February. Still ironing out a date. Planning Commission understands this group will work on the Economic Development Plan for 2016 Town Report and is happy to hear that.
3. **Budget Reports** – We should have a thru December budget print-out for you on Monday.
4. **Property Tax Late Penalty** – See opinion from Jim Barlow.
5. **Hannaford Info** – See Alex memo in your packet outlining the current status and the process to expect ahead.
6. **January 21** – January 21 is Martin Luther King Jr. Day. It is a holiday in the personnel policy and in the Union Contract. The Town's Clerk Office will be open that day; we will continue with the Selectboard meeting as scheduled.