

# Annotated Agenda

March 18, 2013

## 2. Selectboard Re-Organization Meeting

**Guests:** None

**Enclosures:** (1) Health Officer Application & Recommendation  
(2) VLCT Email, bond occurrence  
(3) Section IV Insurance Policy – Crime & Fidelity  
(4) VLCT Post-Town Meeting Preparation Reminder  
(5) Constable Roles & Responsibilities Document

This meeting marks the first meeting of the year in the Selectboard calendar. As such, the ‘new’ Selectboard must organize itself via election of a new Chairperson and Vice-Chair. This past year, I believe, was the first year the Selectboard elected a Vice-Chair; an appointment which proved to be worthwhile because the Vice-Chair served as Chair twice. The Board should also recognize the Crime & Fidelity Coverage, designate a newspaper for the Town Meeting Warning and make annual appointments.

1. **Election of Chairperson of the Board:** I nominate and move that the Board vote to elect \_\_\_\_\_ to serve as Chair of the Selectboard for a one-year period, to the annual organizational meeting in March 2014.
2. **Election of Vice-Chairperson of the Board:** I nominate and move that the Board vote to elect \_\_\_\_\_ to serve as Vice-Chair of the Selectboard for a one-year period, to the annual organizational meeting in March 2014.
3. **Bond for Elected Officials:** I move that the Board vote recognize the Crime & Fidelity Coverage of \$500,000 per occurrence provided through the Town’s membership in VLCT-PACIF as the bonding instrument for Town Officials as required under 24 V.S.A. §832 (b).
  - If the Town would like to provide additional coverage on a particular person/position or multiple persons/positions, we could supplementary insure via different company with the assistance of VLCT.
4. **Designation of Newspaper for Warning Town Meeting:** Pursuant to the provisions of 17 V.S.A. § 832, I move that the Board designate The Citizen and/or the Hinesburg Record as the newspaper(s) in which warnings of Town Meetings shall be published, if necessary.
5. **Fence Viewers:** Consider appointing Suzanne Kneller, Pam Durda, & Susan Johnson as Fence Viewers.
6. **Inspector of Lumber, Shingles and Wood:** Consider appointing Norman Smith as Inspector of Lumber Shingles and Wood.
7. **Weigher of Coal:** Consider appointing Stephen Russell as Weigher of Coal
8. **Constables:** Consider appointing Stephen Gutierrez/Frank Koss as Constable
9. **Tree Warden:** Consider appointing Paul Wiecsoreck as Tree Warden
10. **Town Service Officer:** Consider appointing Ginny Roberts as Town Service Officer

11. **Fire Chief:** Consider appointing Al Barber as Fire Chief
12. **Fire Warden:** Consider appointing Ed Waite as Fire Warden
13. **Animal Control Officer:** Consider appointing Ed Waite as Animal Control Officer
14. **Road Commissioner:** Consider appointing Joe Colangelo as Road Commissioner
15. **E-911 Coordinator:** Consider appointing Renae Marshall as e-911 Coordinator
16. **Health Officer:** Consider appointing Joe Gannon as Health Officer
17. **Liquor/Tobacco Licenses:** Jiffy Mart (2<sup>nd</sup> Class/Tobacco), Lantman's Best Yet Market (2<sup>nd</sup> Class/Tobacco), Kinney Drugs Incorporated #103 (2<sup>nd</sup> Class/Tobacco), Shortstop #143 (2<sup>nd</sup> Class/Tobacco), Hinesburgh Public House (1<sup>st</sup> Class), Travius Restaurant (1<sup>st</sup> Class), Cedar Knoll Country Club (1<sup>st</sup> Class),  
  
Not Included: Good Times, Papa Nicks, Hinesburg General Store
18. **Zoning Administrator:** The Zoning Administrator position will need reappointment this summer.

#### **4. Tom McGlenn**

**Guests:** (1) Tom McGlenn, DRB retiree  
(2) DRB Members  
(3) Alex Weinhagen, Town Planner

**Enclosures:** None (Plaque and Gift will be presented at Meeting)

It was November 1980, Reagan had just defeated Carter, Richard Snelling was in the middle of his first term as governor, and a young Tom McGlenn was appointed to Hinesburg's Zoning Board of Adjustment. Now, 32 years later, Tom is officially resigning his position on Hinesburg's Development Review Board – the March 19<sup>th</sup> meeting will be his last. 30+ years of service is a remarkable tenure and it's nice to take a moment to applaud Tom's efforts. Please take a few moments at the beginning of the meeting to thank Tom for his service. We will present him with a plaque and gift for his efforts. His colleagues on the DRB have been invited to this agenda item; Alex will also be in attendance and might be able to add some insight to the past 1/3 of Tom's work on the DRB.

*No Official Action Anticipated.*

#### **5. Trail Easement**

**Guests:** (1) Lenore Budd, Trails Committee  
(2) Parker Family  
(3) Vermont Land Trust Representative

**Enclosures:** (1) Map  
(2) Easement Draft  
(3) VLCT/Joe Damiata eMail  
(4) Memorandum from Roger Kohn

Bruce and Judythe Parker have offered to grant the Town of Hinesburg a trail easement for the use of the general public along the boundary of their property on Pond Road in Hinesburg. The Parker's have been actively working with Hinesburg's Trails Committee and the Vermont Land Trust.

This easement would consist of a 20-foot wide corridor beginning on the southerly sideline of Pond Brook Road and running southwesterly along the easterly boundary of the property a distance of 1,920' to a point on the northerly boundary of land. The corridor then re-enters the property on Trillium Land and then follows Trillium

Land westerly and then northerly a distance of 650', thence turning and running westerly a distance of 640' to a point near the westerly boundary of the property; thence turning and running northerly along and parallel to the westerly boundary of the property a distance of 1,120' to the southerly sideline of Pond Brook Road.

As the Board will be able to see from the correspondence from VLCT (our insurance carrier) and Roger Kohn there are some issues to square away with the general liability section of the agreement before the Selectboard signs-off. Furthermore, I would like Roger to have the opportunity to give the entire Grant of Trails Easement a more thorough review before recommending the Selectboard approval.

However, technicalities and legalese aside, the Selectboard will have the opportunity to discuss this trails easement in terms of the 'big picture' with Lenore and the Vermont Land Trust (I don't believe the Parker's will be in attendance).

***Consider a Motion approving a Grant of Trails Easement, per the description in Schedule B of the proposed Trail Grant Easement between Bruce and Judythe Parker and the Town of Hinesburg, upon complete review by Town counsel, the Town Administrator, and VLCT-PACIF, prior to the April 1, 2013 Selectboard with the anticipated approval of the Selectboard at the April 1, 2013 Selectboard meeting.***

## **6. Water Source Feasibility**

**Guests:** (1) Jon Trefry, Selectboard  
(2) Rocky Martin, Buildings & Facilities  
(3) Joe Duncan, Aldrich & Elliot  
(4) Cindy Sprague, Sprague Geoscience, LLC

**Enclosures:** (1) PowerPoint will be presented by Joe at the Meeting

A few months ago, the Selectboard, noting the impending Town water deficiency, authorized a feasibility study to look at potential water sources ripe for further study. Jon Trefry, the Selectboard point-person for this topic, along with Rocky Martin, Kayhon Bahar and Joe Colangelo worked with Cindy and Joe on this report.

This past Friday morning, we reviewed Joe's 90% draft report; the final draft will be available for the entire Selectboard and general public after the presentation from Joe and will include additional feedback from the Selectboard Monday evening.

The report narrows down the following well sites for further evaluation: 1) Munson Site; 2) Geprags Park Site; 3) CVU Site. Joe will outline the pluses and minuses of each potential site for the Selectboard. Joe's report also examined the potential of hooking into the Champlain Water District.

Once the final report is complete, the Selectboard will be asked to allocate additional monies from the water/wastewater capital reserve fund – most likely in the 25K-30K range – to further evaluate each site. This request for additional funds will align well with the upcoming water/wastewater budgeting season.

***No Official Action Anticipated***

## **7. Rural Area Zoning Ordinance**

**Guests:** (1) Tom Ayer, Selectboard  
(2) Alex Weinhagen, Town Planner

**Enclosures:** (1) <http://www.hinesburg.org/planning/raz/index.html>  
(2) Alex Memorandum – January 4, 2013  
(3) – (8) Planning Commission Documents Forwarded to Selectboard  
(9) Alex will present a PowerPoint Monday night.

This meeting will signify the kick-off of the Rural Area Zoning Ordinance consideration by the Selectboard. Tom Ayer is the Selectboard point-person for this item and has met a few times with the Town Planner and Town Administrator to help set a schedule and outline a process. At this meeting, Alex Weinhagen will present the ordinance as proposed by the Planning Commission; further dialogue, discussion, deliberations will take place during the April 1<sup>st</sup> and April 15<sup>th</sup> meeting(s). Depending on the outcomes of the April 1 and 15 meetings, Public Hearings will be warned for adoption of the ordinance in May or June; however, if the Selectboard is not prepared to move it forward to adoption then the Board will either continue deliberations or, potentially, pass the ordinance back to the Planning Commission for additional work.

***No Official Action Anticipated***

**8. Hannaford Act 250**

**Guests:** (1) Alex Weinhagen, Town Planner

**Enclosures:** (1) Act 250 Questionnaire  
(2) Alex Weinhagen eMail  
(3) Letter from John Roos

Further discussion with the Board and staff is on the agenda for Monday night. A draft of the Act 250 Municipal Questionnaire will be uploaded to the Selectboard packet prior to Monday's meeting including a statement regarding our fire service capabilities.

Alex will also be on hand to discuss next steps in the process and how the Board may want to attack those next steps. I recommend the Selectboard officially appoint Alex as the Town's point-person and manager of the project as Hannaford works its way through the State's permitting process. Alex has the appropriate background knowledge to be the most effective manager and will be able to make proper recommendations to the Town Administrator, and, ultimately the Selectboard, on what actions the Selectboard should consider making during the process.

***Consider a Motion recognizing Alex Weinhagen, Hinesburg's Town Planner, as manager and point-person for the Selectboard regarding Hannaford's State permitting process.***

**9. VT Gas**

**Guests:** (1) Phil Pouech  
(2) Bud Allen

**Enclosures:** (1) Memo update from Phil  
(2) Go to: <http://www.hinesburg.org/vt-gas-project/index.html>

Vermont Gas submitted their amended filing with the Public Service Board on February 28<sup>th</sup> which included an updated route through Hinesburg. They are no longer within the Town road right of way along Baldwin Road and are within the VELCO right of way minus a few parcels. On March 13 an open house was hosted at Town Hall so the public could view the new line/plan for Hinesburg. A public hearing is scheduled for Thursday, March 21 at CVU.

The Selectboard may want to take a few minutes to discuss thoughts on the amended route and discuss with Mr. Allen the procedure moving forward.

Phil Pouech has been the point-person for the Selectboard on this topic and has been actively engaged attending meetings with Vt Gas and responding to numerous Hinesburg residents. Phil compiled the questions/issues below that have resulted in his participation and interaction on this topic. Clearly, there could be other issues, too.

1. The wording of the property easements from VGS implies that they have the right to not only maintain the pipeline but to enlarge or add additional pipelines for any fossil fuel. People get

- concerned that they could bring in an oil pipeline or a second gas pipeline without further landowner approval. Could that be allowed? VTG personnel implied that is not their intention and they would be willing to strike out that language. Since we may have to sign this easement for Greprag park, we should review it, understand it and modify as we determine appropriate.
2. There has been some discussion about the number of Hinesburg properties that have or will settle prior to the 248 approval. Will we know at any time how many landowners have entered into agreement for the easement and when does that information become public knowledge? Knowing this is a good indicator on where these landowners stand on the project. It would also be good to know how this affects the 248 decision. In other words, if there is apparent opposition based on a small number of easements, would the PSB weigh that in their decision?

Bud Allen, Hinesburg's legal counsel, will also be in attendance and can discuss the process moving forward with the Selectboard, what should be expected, and how the Selectboard may want to think about its position and involvement during the PSB process.

*No Official Action Anticipated.*

### **10. Bissonette Recreation Field Project**

**Guests:** (1) Tom Ayer

**Enclosures:** (1) Draft Fundraising Flier  
(2) Curb-Cut Proposal  
(3) – (10) Information for DRB Mtg on March 19

The Town will go before the DRB on March 19<sup>th</sup> for Preliminary Plat Review of a 2-Lot subdivision on Lot 4. This is the 2<sup>nd</sup> step of a 3 step permitting program with the DRB. The purpose of this step is to update the DRB of the progress made since Sketch Plan Review and to update the DRB on how the Town has been able to respond to the issues brought up during Sketch Plan Review. The Town Administrator will represent the Town at the DRB meeting.

Included in the Selectboard packet are the items the DRB will have for their review on March 19<sup>th</sup>. Furthermore, we are investigating the cost of widening the curb-cut onto Haystack Road from what was approved for Fletcher Allen as part of the recreation field project. We are working directly with FAHC's engineers for a cost proposal and to have the widening completed at the same time the initial curb-cut is made this spring/summer. Also included in the Selectboard packet is a flier Tom Ayer has been working on to solicit gifts/donations for this project. Tom can give an update on his efforts on that front.

There have been some slight adjustments to the subdivision lines since the sketch plan review. Those changes plus discussion of any other issue(s) the Selectboard has with the proposal could be discussed Monday evening.

*Consider a Motion authorizing Tom Ayer to complete and distribute a flier requesting donations as part of the fundraising efforts for the Bissonette Family Field Recreational Project.*

### **11. Ted Palmer**

**Guests:** (1) Ted Palmer

**Enclosures:** (1) Colangelo Letter to Monkton DRB

Mr. Palmer requested time with the Selectboard at this meeting. Ted spoke with me a few weeks ago and conveyed his displeasure with a letter I sent to the Monkton DRB regarding his proposed contractor's yard.

While I can understand his frustration(s), I also don't feel that the letter was pushy or divisive in anyway; in fact, I think it was a fair correspondence for the Town's administrator to send to DRB. The letter respects Monkton's local control; neither advocates for or against Mr. Palmer's proposal; and simply recommends that Monkton contact our departments so that, if the yard is approved, any impacts to Hinesburg can be fully understood and planned for by both Towns. At least one property owner will be more adversely impacted due to the zoning difference(s) between the Monkton portion of Turkey Land and Hinesburg's; furthermore, depending on the amount of heavy truck loads transported to the yard via Hinesburg, Hinesburg's road network may potentially require more maintenance than currently required. Also, the letter has no binding effect on Monkton in anyway and is simply a friendly request from their neighbor.

*No Official Action Anticipated.*

## 12. Town Meeting Recap

**Guests:** (1) Selectboard

**Enclosures:** (1) Memo from Joe Fallon  
(2) VLCT, Post-Town Meeting Newsletter  
(3) Go to: <http://www.hinesburg.org/elections/elections030513.html>  
(4) Draft Town Meeting Minutes

After the near AV disaster, I thought that overall Town meeting went very well. I thought the entire budgeting process – which I consider a team effort of all staff and Selectboard members – was very successful and I feel that the Board was able to present voters a well thought-out, understandable budget. I also thought that the Officers Report really highlighted the many accomplishments and challenges the Town faced over the past year.

I think it would be good to 'go around the table' and have Selectboard members discuss what went well and what might need tweaking in the future. Furthermore, there are plenty of follow-up items to attend to as a result of Town Meeting.

- 1) Capital Leases – I have already directed department heads to acquire quotes and pricing for the new dump truck and cruisers (and W/WW pick-up truck) for Selectboard approval in May. If we can bundle all the leases together the Town will get the best interest rates for the leases.
- 2) Update Budget – \$3,900 was added to the bottom line to increase Selectboard stipends. The Selectboard will decide if this additional funding will come from fund balance or increased tax rate. COTS: there seems to be a bit of fuzziness around the issue of COTS funding.
- 3) Police Station – Now that the hard work is complete, the really hard work begins. I have started the application to the VMBB, I'll start working on we will have a meeting on March 22 with the Public Safety Facility Committee. I would also like to open up these meetings to more community members as we do final design and planning work. A few community members have expressed interest in service including Aaron Kimball and John Kiedaisch.
- 4) Town Meeting 2014 – Start at 7pm?
- 5) Tar Sands – Resolution Passed as Amended. When/how would the Selectboard like to take action on the Resolution. See Joe Fallon letter.
- 6) PACE – Need a plan on how to move to enacting the PACE program.
- 7) Article 10 – COTS request?
- 8) Article 16 – Motion?

*No Official Action Anticipated.*

## 14. Town Administrator's Report

1. Budget Report – See packet for detailed and summary budget reports. Please ask questions if they come up.
2. Selectboard Retreat – Set for Friday, April 5. The retreat is set for Noon – 2pm at the Public House meeting room. I have set-up times for the Selectboard to visit the new businesses at the Saputo site.
  1. 10:45 – 11:05am: Vt Smoke & Cure
  2. 11:10 – 11:30am: Creamery
  3. 11:35 – 11:55am: Senix
  4. Noon: Public House (lunch and retreat in conference room)

As far as topics for the retreat, I would like to discuss the following: 1) work plans for the next year; 2) Selectboard/Town Administrator/Staff expectations and relationships; 3) mission statements and values.

I'd like Board members to send me any topics they would like to focus on. I will put the agenda together and ask the Selectboard to approve it at the April 1<sup>st</sup> Selectboard meeting.

3. Credit Card/Gas Card Policies – Some draft policies are in the Selectboard packet. I will be reviewing the proposed policies and look to have them approved by the Selectboard in the future as appropriate.
4. Logo – I'd like to see the new Town logo placed on all Town vehicles. I'm working with department heads to have them placed appropriately on dumps, cruisers, fire equipment, etc.
5. Vacant DRB & Planning Commission Seats – See letters of resignation from Ray and Tom in your Selectboard packet. We will attempt to fill these seats. Matt Baldwin's and George Bedard's applications for the Planning Commission are still considered 'active' per the Selectboard policy. Applications for open seats will be accepted until March 29<sup>th</sup>. Please get the word out on these two volunteer service opportunities in the Town.

### DRB – 3-year term

Vacant seat expires 1/01/2014

### PC – 4-year term

Vacant seat expires on 1/01/17

6. Affordable Housing Project – As you will recall, the Champlain Housing Trust and Housing Vermont attended the last Selectboard meeting for approval to warn a public hearing on April 1, 2013 so the Town of Hinesburg could apply to the Vermont Community Development Program (VCDP) for a \$300,000 grant in support of a proposed affordable housing project behind the new Kinney. Since that time, CHT and HV have decided to pull-back and are not planning to move forward with a request from the Town. They will work to better define the project and, I believe, will plan to resubmit an application to the Town at a later date.
7. Economic Development Commission – The first meeting of the Economic Development Commission took place February 27. I thought the kick-off meeting was very successful. We will host meetings of this commission the final Thursday of each month.