



Annotated Agenda

April 1, 2013

3. Homeshare Vermont

Guests: Kirby Dunn, Executive Director

Enclosures: <http://www.homesharevermont.org/>

Kirby Dunn will give a brief presentation and answer any questions regarding the services offered by Home Share Vermont.

No Official Action Anticipated

4. Rural Area Zoning

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

Enclosures: (1) See March 18 Selectboard Packet (Agenda Item #7)
http://www.hinesburg.org/selectboard/meeting_packet/13-0318/
(2) See webpage: <http://www.hinesburg.org/planning/raz/index.html>
(3) Jon Trefry Questions
(4) Phil Pouech Questions
(5) Alex Weinhagen Memorandum

Alex Weinhagen, Hinesburg Town Planner, provided the Selectboard an overview presentation of the Rural Area Zoning Ordinance – as proposed to the Selectboard by the Planning Commission – at the March 18th Selectboard meeting. Starting with the April 1st meeting, the Selectboard will commence with the ‘open discussion’ portion of the process. A substantial amount of time – 45 minutes – has been budgeted for this item and the expectation is that Selectboard will engage in comprehensive discussion of the proposed ordinance amongst themselves, with the public, and with the Town Planner. Ideally, Selectboard members will take time to review the ordinance prior to the meeting and submit questions/concerns/issues to Alex in advance of the meeting so he can prepare appropriately to fully assist discussion(s). Tom Ayer is the Selectboard point-person for this project and has met a number of times with Joe and Alex to help set the process and to identify issues he noted with the Ordinance as presented by the Planning Commission. While no official action is anticipated Monday evening, a healthy, robust, and spirited conversation is expected (if not required!).

Moving forward, the April 15th Selectboard meeting will also include a significant time allocation to discussion/deliberations on the Rural Area Zoning Ordinance; depending on the progress made by the end of the April 15th Selectboard meeting, the Selectboard will make one of three decisions: 1) move to Warn the two (2) required public hearings in anticipation of adopting the ordinance; 2) continue Selectboard deliberations; 3) send the Rural Area Zoning Ordinance back to the Planning Commission.

No Official Action Anticipated.

4. Hannaford ACT 250

Guests: (1) Alex Weinhagen, Town Planner
(2) White + Burke Reps (maybe)

Enclosures: (1) Municipal Act 250 Impact Questionnaire
(2) Letter to Accompany Act 250 Questionnaire

- (3) John Roos Correspondence
- (4) Link to Act 250 Application:
<http://www.anr.state.vt.us/ANR/ACT250/Act250.aspx>
(enter application # 4C0654-14)

Consider a Motion to Approve the Municipal Act 250 Questionnaire as Presented with the Accompanying Letter and have the Town Administrator Sign and Submit the Documents on Behalf of the Selectboard.

Local items still outstanding: 1) Stormwater Agreement; 2) Buried Utility Permit.

5. CBC Interviews

- Guests:**
- (1) Rolf Kielman, DRB Applicant
 - (2) Bill Moller, DRB Applicant
 - (3) Sarah Murphy, DRB Applicant
 - (4) Steve Gladstone, Economic Development Applicant
 - (5) Aaron Kimball, Planning Commission Applicant
 - (6) Anne Donegan, Planning Commission Applicant
 - (7) Mary Hurlie, Planning Commission Applicant

- Enclosures:**
- (1) Application Materials for Rolf, Bill, Sarah, George B., Matt Baldwin, Steve Gladstone, Aaron, Mary, and Anne
 - (2) CBC Policy: http://www.hinesburg.org/documents/cbc_policy_040212.pdf
 - (3) VLCT Feedback Memorandum

There are open seats on the Development Review Board, the Planning Commission, and Economic Development Commission. The open seat on the DRB is through 1/1/2014; the open seat on the Planning Commission is valid through 1/1/17. If you recall, DRB and Planning Commission members must be Town residents, Hinesburg business owner (of a Hinesburg based business), or land owners to be eligible for appointment.

Matt Baldwin and George Bedard both applied for the Planning Commission vacancy in November; their applications are still 'live', per CBC policy, and they do not need to re-interview with the Selectboard.

A few applicants to CBC's, both past and present, have noted to me that the interview process seems intimidating; maybe to the point of dissuading applicants from applying. Also, there is the thought that the public interview process does not allow the Selectboard members to thoroughly vet the candidates in the way it might be able to do so during an Executive Session interview. I contacted the Vermont League of Cities & Town's for some feedback. An email from one of their staff attorneys is included with the packet. I have also sent out a question to town managers/administrators around the state for input on how other communities interview applicants for appointed boards/committees. Something to consider in the future, possibly.

However, for better or for worse, we are going to go forward with the public interviews for these applicants.

***Special note: when I originally set the agenda I was only planning on two (2) or three (3) applicants. Since that time the list of applicants has increased. I imagine this will take more than 15minutes; I think the remaining agenda items are 'light' enough to allow the Selectboard to take the time necessary to properly vet the applicants.

***Special note II: Both DRB and PC members must be land owners, residents, or Hinesburg business owners. As far as I know, all applicants meet this requirement.

Consider a Motion Appointing (Sarah/Bill/Rolf) to the Development Review Board for a term ending January 1, 2014.

Consider a Motion Appointing (Aaron/Anne/Matt/George) to the Planning Commission for a term ending January 1, 2017.

Consider a Motion Appointing Steve Gladstone to the Economic Development Committee for a term ending January 1, 2015.

6. Town Service Officer

Guests: (1) Ginny Roberts, Town Service Officer

Enclosures: (1) Recent Heating Assistance Request

Hinesburg's Town Service Officer – Ginny Roberts – will attend the meeting and give the Selectboard an update on the activities of the position. Conversation could include expectations, resources available, and needs of the community. Your packet includes a request for heating assistance from a Hinesburg resident from this past week. The town has \$500 for heating assistance and another \$300 for public health line-items for both FY2013 and FY2014. These requests for heating are approved by the Service Officer and Town Administrator.

No Official Action Anticipated

8. Letters & Resolutions from Town Meeting

Guests: (1) None

Enclosures: (1) Draft Letters

These letters will be presented to the Selectboard in draft form at the Selectboard meeting. The goal will be to have the letters finalized and approved at the April 15th meeting.

No Official Action Anticipated.

9. Dump/Plow FY2014 Purchase

Guests: (1) Mike Anthony, Road Foreman

Enclosures: (1) FY2014 Capital Budget – Highway Department
(2) Vikes Body Bid
(3) Tenco Body Bid
(4) Mack Bid
(5) International Bid

The approved highway capital budget for FY2014 includes replacement of the 2003 dump/plow truck. This truck was planned to be replaced in FY2014 with a 7-yr lease; payments to start in FY2015. The four (4) tables below outline the decision points for the Selectboard to consider. Mike Anthony, Highway Foreman, recommends purchase of the Vikes body and Mack truck. The Town Administrator recommends supporting the Foreman's recommendation. The rub here is that the International is roughly \$20,000 less than the Mack; Tenco is roughly \$4,000 less than Vikes; in other words, we are recommending the most costly option.

We make this recommendation based on the functionality enhancements that come with Vikes; and the durability and quality of the Mack compared to the International. Of course, the Selectboard will need to determine if these issues warrant the additional cost.

The good news is that even the highest cost option results in an annual lease payment of roughly \$11,000 less than what the capital budget showed as an estimate.

Tenco	74000
Mack	105000
Total	179000
Est Annual PMT -	
7yr	(\$28,730.64)

Tenco	74000
International	84000
Total	158000
Est Annual PMT -	
7yr	(\$25,360.00)

Vikes	78000
International	84000
Total	162000
Est Annual PMT -	
7yr	(\$26,002.03)

Vikes	78000
Mack	105000
Total	183000
Est Annual PMT -	
7yr	(\$29,372.66)

Once the Selectboard signals its preference, we will move forward with lease documents and a final agreement for the dump truck. Our goal is to have the truck ready for use around July 1, 2013.

Consider a Motion Authorizing the Lease Purchase of the Mack truck and Vikes body for the FY2014 replacement of the 2003 highway department dump/plow truck.

10. Highway Department Update

Guests: (1) Mike Anthony, Road Foreman

Enclosures: (1) None

I will ask the Selectboard to consider entering into Executive Session at the end of the meeting under 313.a.3 to discuss the evaluation of a highway employee. Included in this should be the Road Foreman and Town Administrator.

In open session, however, we will report that one of our Highway Maintainers decided to leave employment with the Town of Hinesburg and therefore we are back down to three (3) full-time highway department employees (including the Foreman). We will employ a temporary employee for summer maintenance work. Our highway department personnel needs should be sufficient until we are able to find a qualified full-time replacement but we will need to start planning for a process of filling the open position.

The Selectboard can discuss department needs with the Road Foreman and Town Administrator.

Consider a Motion Accepting Nick Campagna's Resignation from the Town of Hinesburg and Authorizing the Town Administrator to send all required separation documents to Nick.

11. Selectboard Retreat Preparation

Guests: None

Enclosures: None

A Selectboard retreat has been scheduled for High Noon, Friday, April 5, at the Public House (lunch provided). Prior to the official retreat, the Selectboard is encouraged to tour Vermont Smoke & Cure, Senix, and the Creamery (20 min with each business).

I would like to set an agenda for this retreat. The retreat will be beneficial only if the agenda is narrowly focused and allows for in-depth discussion on 'big picture items' and with a goal to come out of the retreat with a renewed, sharp focus on the upcoming 12 months.

Items I want to have covered: 1) Selectboard Transition to a Policy Board; 2) Mission Statement, Values, Goal Setting, Prioritizing Work for the Year; 3) Selectboard and Staff Roles, Relationships, and Expectations with a focus on the Town Administrator Responsibilities.

Other ideas are encouraged so please be prepared Monday night to round out the agenda with any additional agenda items Selectboard members want to have discussed.

No Official Action Anticipated.

12. Town Administrator's Report

1. Credit Card/Gas Card Policies – Staff review will continue; soon the Selectboard will be asked to consider adopting a policy or policies
2. Economic Development Commission – Draft Minutes of March 28 meeting included in packet.
3. Liquor Licenses – Hinesburg General Store and Papa Nicks have submitted applications for Liquor License Renewal.

Consider a Motion to convene as the Board of Liquor Control

Consider a Motion to Approve the Class 2 alcohol/tobacco license renewal for Hinesburg General Store

Consider a Motion to Approve the Class 1 alcohol license renewal for Papa Nicks

4. Recreation Grant – Will be in your packet by Monday evening.
5. Project of the Year – Will be in your packet Monday evening.
6. Public Safety Facility Project – Meeting minutes and agenda in your packet. I will review the highlights.
7. Recreation Field Project – Tom can report. Fundraising has been successful so far. More to come.
8. Town Forest Issues – See letter. The Town Administrator and/or Police Chief will attend the April 3 Town Forest Committee meeting; also this item will most likely appear before the Selectboard on April 15.