



Annotated Agenda

June 3, 2013

3. Town Administrator's Report

- a. Public Safety Facility Project – DRB application was submitted to the Planning Office on May 31, 2013. We need to make a decision on the shape of the new FD Apparatus Bay's roof design ASAP. The reason we are able to finalize FD designs now is because there is a fairly large cost savings by combining the work for the FD and PD into one project. We will lose some of that advantage if we cannot finalize a direction for the roof. Therefore, a final decision needs to be made immediately. We had a Design Development Conference on Friday (May 31) with the architects, engineers, estimator, and landscape architects. Both the pitched roof (Option A) and the 'flat roof' (Option C) will work; both have pluses and minuses associated with the design, ranging from aesthetic considerations to functional ones. Ashar indicated that he has come to feel more comfortable with the flat roof option. Anyways, a decision needs to be made Monday night and we will need to have to stick with it moving forward.

Consider a Motion to Support (Option A / Option C) for the roof design of the new apparatus bay additoin to the fire station for final design work.

- b. Current Police Station – I've had a few different conversations with a few different people interested in developing a plan for the continued use of the current police station. I have asked them to develop a concept plan, review with me, and then I would put them on a Selectboard agenda in the future to propose their idea.
- c. Hinesburg Economic Development Commission – See draft minutes from May 23rd meeting in Selectboard packet.
- d. Budget Report – See summary and line-item budgets. One (1) more month to go. If you go by straight percentages 92% of the fiscal year has been completed and 88% of the budget has been spent. Therefore, we are roughly \$120,000 'to the good'. This should signal to you, as a Board, that, absent a large unexpected expenditure/event in June, we will apply less than the \$108,000 budgeted from the Town's Unassigned Fund Balance in FY2013. That is a pretty broad brush look at the budget but maybe a helpful way for Board members to think about it at this point in time. If you have specific questions please ask me before, during, or after the meeting. There are still some adjustments to be made but, by and large, everything is right where it should be at this point in time.
- e. Dog Park – I've had two (2) separate people – Kathy Gutierrez and Stephanie Maslack – contact me regarding the possibility of a dog park at Gegrags Park. They have also both been in touch with the Conservation Commission. Stephanie has done a pretty amazing amount of research on her own; I have included her work in the Selectboard packet.
- f. Memorial Park – The Village Steering Committee is dealing with two (2) issues at Memorial Park. First, there is an issue with large water puddles on the drive into Good Times; Second, there is an issue with their proposal to plant trees within the State road right of way. I need a little bit of direction from the Board on the issue with the puddles. The Village Steering Committee indicated to me they would be asking the Selectboard for some additional political support for plantings in the State ROW. In my opinion, the focus should be on the 116 Corridor Study to determine if the time is ripe for the Town to take the Village section of 116 from the State.
- g. Bissonette Field – \$16,185.60 has been raised to-date from private donations. This past week I met with our engineer who finalized the plans. I have forwarded those to our attorney so deed language can be updated. It appears, minus some changes to the deed language due to the final engineering plans, both

parties are in agreement with the terms. I am also working with the Town's attorney to finalize language for an agreement between the Bucs and the Town for fundraising and field sharing arrangements. I should hear back soon on the status of a \$25,000 grant I applied for from the State for this project.

- h. Hannaford/Act 250 Consultant Update – Alex has been away this past week but will be back on Monday. I will have some information to share on the status of the consultant RFPs and expectations for the way in which these studies will be handled by the Selectboard prior to submission to the District Commission.
- i. CSWD – Representatives from CSWD will attend the Board's June 17th meeting. I am scheduled to meet with Tom Moreau, Executive Director, next week; among other things, we will talk some about site planning for the drop-off/Town garage area.
- j. Fire Department Purchase – I approved an unexpected/unbudgeted \$1,000 expenditure for the Fire Department to replace the locks into the building. These are necessary purchases. The repair and maintenance line-item in the FD will show as an overture for the year due to this.
- k. Grand List Status Update from Lister's Office – On Thursday, June 6th, we will be sending out Change of Appraisal Notices to everyone in town that has had changes in their property assessments, in other words to everyone that has gotten a building permit, done a subdivision, and all the trailers in the three parks that have been reappraised. At the same time, we will be launching the Abstract of the Grand List. This will tell the value of the Grand List before grievances which are going to be held on Thursday, June 20th. The Abstract is like a rough draft and the final Grand List will likely be a lower value. After grievances on the 20th, probably within a few days of this date if all goes well, the Grand List will be filed with the clerk. This will be close to the value you will be able to use with the Board in coming up with the tax rate. Most changes after to the Grand List should hopefully be small, like corrections and maybe some changes in Current Use. If there are corrections, that process has to be approved by the Board anyway.

4. Department of Public Service / Vermont Gas Update

Guests: (1) Louise Porter, Attorney for Department of Public Service

Enclosures: (1) See information on Town website: <http://www.hinesburg.org/vt-gas-project/>

Lousie Porter will address the Selectboard on the status of the Addison Natural Gas project and the expectations for the public hearings forthcoming.

No Official Action Anticipated.

5. DRB Applicant Interview

Guests: (1) Andrea Bayer, Applicant

Enclosures: (1) Application Materials
(2) DRB website: <http://www.hinesburg.org/dr.html>
(3) CBC Page: <http://www.hinesburg.org/vacancies.html>

Andrea Bayer has submitted an application for consideration for appointment to the Development Review Board. While we still need to update the CBC policies and procedures to talk more specifically about the interview process, the Selectboard can proceed with conducting the interview in public session and if it would like to deliberate in executive session prior to deciding upon an appointment it has that authority. In the future I think it would be best to have that process outlined in the CBC policies.

Consider a Motion to Appoint Andrea Bayer to the Development Review Board as an Alternate.

6. Shooting Ordinance – Town Forest

Guests: (1) Frank Koss, Chief of Police
(2) Town Forest Committee Members
(3) Conservation Commission Members

Enclosures: (1) Draft Ordinance
(2) Town Forest Management Plan:
http://www.hinesburg.org/townforest/town_forest_management_plan_sept2012.pdf (See Section 3.2.2.6 on Pg. 9)
(3) Vermont Fish & Wildlife Hunting Seasons:
http://www.vtfishandwildlife.com/calendaritems/Seasons_List_2013.pdf
(4) Town of Williston Shooting Ordinance:
http://willistonvt.govoffice3.com/vertical/Sites/%7BF506B13C-605B-4878-8062-87E5927E49F0%7D/uploads/Firearms_Ordinance_August_15_FINAL_clean.pdf
(5) Town of Williston Shooting Ordinance Map:
http://willistonvt.govoffice3.com/vertical/Sites/%7BF506B13C-605B-4878-8062-87E5927E49F0%7D/uploads/Firearms_Ordinance_Map_2011.pdf

I believe the feedback to date has been that the Ordinance should encompass more than just the Town Forest and that other Town property, like Geprags, should be included. I've tried to do this by simply making this ordinance applicable to all Town owned land. This is a bit different than the Williston ordinance – Williston's deals with public and private lands; I think here in Hinesburg we are really focusing Town owned land(s).

I'm not sure if I am clear as to the extent or limit the Selectboard, Police Chief, Town Forest Committee, Conservation Commission, and members of the public are comfortable with in terms of the definition of hunting season(s). I think that needs to be flushed out a little bit more. I'm not sure if the aim is to have hunting allowable in the Town Forest but not other Town owned lands.

I set aside 15 minutes. Hopefully we can nail down some of these nuances. I know that the general concept of a shooting ordinance will be supported but the devil, of course, is in the details. Ideally, we could get a good idea on Monday night of some of these outstanding issues and could think about advertising for a Public Hearing in July prior to adoption.

Consider a Motion to Warn a Public Hearing for the July 15th Selectboard meeting for the Proposed Town of Hinesburg Firearm Discharge Ordinance.

7. Rte 116 Corridor Study

Guests: (1) Alex Weinhagen, Town Planner
(2) Andrea Morgante, CCRPC Representative

Enclosures: (1) See Rte 116 Corridor Study Webpage: <http://www.hinesburg.org/route116-corridor-study/>

With the help of the Chittenden County Regional Planning Commission, the Town has hired a traffic consultant to help us answer about the Route 116 corridor. It has been nearly 15 years since our last 116 corridor study, and a lot has changed since then. The project will run through this summer and fall, with a final report to the Selectboard anticipated in December. We are seeking volunteers to serve on a 7-member steering committee to give information and perspective to the consultant, to provide a reality check ahead of planned public meetings, and to review and confirm recommendations prior to delivery of the final report.

Alex will be on hand to discuss the study in more detail and give a general overview of the timeline. More immediately, a steering committee needs to be appointed. Alex, Joe, and a yet to be determined member of the Selectboard will be responsible for appointing members to this committee. The deadline for those interested to contact Alex (or Joe) is June 7th. Alex has sent out emails, posts to Front Porch Forum, and submitted an article to the Citizen. Selectboard members are encouraged to reach out individually to those who they feel would add value to the steering committee.

Consider a Motion Authorizing the Team of Alex Weinhagen, Joe Colangelo, and (MEMBER OF SELECTBOARD) the Ability to Appoint the Seven (7) Member Rte 116 Corridor Study Steering Committee.

8. Water/Wastewater Budget – FY2014

Guests: (1) Rocky Martin, Buildings & Facilities Director
(2) Phil Pouech, Selectboard

Enclosures: (1) See Town's budget page: <http://www.hinesburg.org/budget/>
(2) Proposed Expense Budget
(3) Proposed Revenue Budget
(4) Proposed Capital Budget

Back in April, Rocky, Joe and Renae worked together to put together the FY2014 water/wastewater budget. We then met with Selectboard member Phil Pouech who has also been charged, by the Board, to be the Board's point-person for budgets. The Selectboard, received an introduction to the proposed FY2014 on May 6th. At the last meeting the Selectboard reviewed the document again; tonight you are going to be asked to approve the water/wastewater budget(s). Rates will be set by the Board in early July.

Consider a Motion to Approve the FY2014 Water/Wastewater Budget for the Town of Hinesburg for a Total Spending Plan of \$650,748.

9. Contracts & Agreements

Guests: (1) None

Enclosures: (1) 20yr v. 30yr Bond Analysis
(2) Dump/Plow Lease Proposal
(3) Police Officer Wage Request from Chief Koss

- a. **Public Safety Facility Bond Bank Application** – The Selectboard needs to make a decision regarding the term of the public safety bond. Just a few weeks ago Statute was changed to allow bond terms of 30yrs (previously only bridge projects – a Statute I helped create for the Cross Street Bridge in Middlebury – were eligible for 30yr terms). Throughout our public presentations and estimations for a paybacks schedule we showed the annual payments from a 20-yr note. The ballot item passed at Town Meeting did not indicate a term, however, and I received confirmation from our bond counsel that bonds approved before the new legislation are still eligible for the 30yr note. Tonight is the night the decision needs to be made because the Selectboard will need to sign the bond paperwork for the Bond Bank at the next meeting (June 17th).

In my opinion, the 30yr note makes a lot of sense for the Town. First of all, it will lower the annual payment by roughly \$16,000 per year and this will ensure that a higher percentage of the total payback each year is made with police impact fees rather than property tax payments. Second, the lower annual payments place the Town in a much stronger position for the other known capital project needed over the next few years – a new highway garage. Third, we are confident that the new police station will last, as constructed and without additions, for at least 30yrs; therefore, the life expectancy of the capital project will still outlive the bond repayments and Hinesburg residents twenty-five (25) years from now, who will receive the same benefit of that new building as Hinesburg residents of today, will share some of the financial responsibility for the capital upgrade.

On the other hand, twenty (20) years from now, a future Selectboard would probably appreciate, on some level, the prospect of seeing that note fall off the books for good and alleviate pressure on the budget as a whole in 2032.

I think that the document labeled Bond_20yr v. 30yr shows the financial implications in a fairly straightforward manner.

Consider a Motion to apply for a 30-year term bond for the \$1,055,200 Public Safety Facility Project.

- b. MTBE – I hope to have an update to share with the Selectboard on this. Rocky and I have been in contact with a law firm from Texas regarding some sort of class action lawsuit against oil companies for MTBE contamination. This firm, evidentially, bundles a number of municipalities together at once and puts the case(s) before a judge. They get half we get half of any settlement. Bud Allen has been doing some work on our behalf to vet the law firm.
- c. Dump/Plow Lease – A few months ago, the Selectboard approved the lease purchase of a new dump/plow truck. If you recall, this was when the April Fool's day prank was played on the Road Foreman. Now it is time to actually approve the lease. Remember, we would take possession of the truck this July and the payments will start next July. Also, not factored into the financials here, the Town is planning on selling the 'old' dump/plow truck rather than trading it in. The way we use the proceeds from that sale is still up for debate. There are a few options. One, use the proceeds – somewhere in the neighborhood of \$30-\$40,000 to offset the entire first years' payment. A second option would be to use a portion of the repayment each year over the next seven (7) to reduce the annual repayments over the life of the lease. We can debate that later. For now, let's get this taken care of.

Consider a Motion to Authorize the Town Administrator to Sign all Necessary Paperwork and Enter into an Agreement with Municipal Leasing Consultants of Grand Isle, VT for the Lease/Purchase of the FY2014 dump/plow via Seven (7) year Lease Agreement.

- d. Police Officer Wage – Joshua Mesec recently graduated from the Police Academy and will be engaged in Field Training with our police officers. Joshua earned the Directors Award for his performance at the Academy. As such, Chief Koss is requesting Joshua's rate of pay to be increased. I support the Chief's request. The department will now be fully staffed for the first time in nearly a year; Officer Mesec will also be part of the department's on-call program.

Consider a Motion to increase Officer Mesec's pay rate from \$19 per hour to \$19.50 per hour immediately and upon successful completion of Field Training have his pay increased to \$20 per hour.