



Annotated Agenda

July 15, 2013

3.) Town Administrator's Report

Guests: 1.) Chuck Reiss

Enclosures: 1.) Mission Statement & Objectives for the Energy Committee

- a. Energy Committee - Chuck Reiss has provided a proposed Mission Statement & Objectives of the newly formed Energy Committee for adoption by the Selectboard.

Consider a Motion to Adopt the Hinesburg Energy Committee Mission Statement and Objectives

- b. Bissonette Family Recreation Area - A draft version of the final engineering plans for this project was submitted on Friday for the purpose of receiving some initial feedback from the Town. There is more refining to do on the plans before final submission.

4.) FY2013 Police 24hr On Call Program

Guests: 1.) Frank Koss, Chief of Police

Enclosures: 1.) July 9, 2013 Memo – Frank Koss
2.) HCPD On-Call Analysis for FY2012-2013
3.) HCPD On-Call Analysis – Nature of Problem
4.) HCPD On-Call Analysis – Monthly Call Counts
5.) January 6, 2012 Memo – Frank Koss

The purpose of this agenda item is to review the data from the first full-year of the 24hr On-Call Program that the Hinesburg Community Police initiated on July 1, 2012. This program has met both the operational and fiscal goals originally established. It was projected that the HCPD would respond to sixty calls and the resulting totals were 34 calls. The resulting fiscal costs were approximately \$4,969 which included approximately \$2,054 in time bank and not paid overtime. Not included would be vehicle costs which also were less than anticipated due to the number of call backs from the officer that lives in Bristol.

During this time, 13 of the 34 calls were false alarms. These calls were to nine different locations with four calls to one address and two calls to another address. Under the State Police Alarm Policy, there would have been \$175 collected and one company's alarm response suspended on the third alarm. The State Police also charges each resident or business and annual \$50 charge.

The response time over the course of the year averaged fifteen minutes with the quickest response being four minutes. One case that indicated one hour was coordinated by the officer with another agency as this was not a Hinesburg case.

It is Chief Koss's recommendation that the on-call program be continued. The Selectboard and Police Chief should think about what factors will be included in an on-going analysis to determine the program's effectiveness.

5.) Town Shooting Ordinance

- Guests: 1.) Frank Koss, Chief of Police
 2.) Village Steering Committee Members
 3.) Town Forest Committee Members

- Enclosures: 1.) Firearm Discharge Ordinance (DRAFT)

The purpose of this agenda item is to consider a date for a public hearing to adopt an ordinance to regulate the discharge of firearms on all Town of Hinesburg owned property in order to promote the public safety, health, and welfare of the public. The DRAFT version is included in this packet. If any edits need to be made, these will need to be made prior to a public hearing.

Consider a Motion to warn a public hearing for the August 19th Selectboard Meeting.

6.) Community Healthy Living Index (CHILI)

- Guests: 1.) Ginny Roberts,
- Enclosures: 1.) Summary of Nutrition
 2.) CHILI – Community-At-Large Assessment
 3.) CHILI – School Assessment

Connecting Youth and Hinesburg Community Resource Center are looking for new ways to reach the 80 families who receive free and reduced lunch at the school during the summer months to insure no Hinesburg child is going hungry. In order to apply for a grant, the Vermont Department of Health asked them to conduct a survey of school and community representatives to measure the Community Healthy Living Index(CHILI) of the entire town before focusing on this group. Ginny Roberts will be presenting their efforts thus far.

7.) Hannaford Act 250 Hydrological Consultant Report

- Guests: 1.) Roy Schiff, Milone & MacBroom
 2.) Alex Weinhagen, Director of Planning & Zoning

- Enclosures: 1.) Rte. 116/Patrick Brook – Talking Points

- 2.) Hinesburg SB Act 250 testimony (5/8/2013)
- 3.) Culvert photos (4)
- 4.) Figure 1_Maps

Roy Schiff of Milone & MacBroom was hired as a consultant by the Selectboard to determine if the Hannaford proposal to widen Route 116, and lengthen the existing culvert will create undue adverse impacts on upstream and downstream properties, public infrastructures (e.g., Route 116, surrounding Town Roads, sidewalks, etc.) and the ecology of Patrick Brook and the LaPlatte River. In addition, the Selectboard has asked him to submit expert testimony based on his findings. Roy Schiff is present to discuss his research and findings with the Selectboard.

Consider a Motion to accept the report presented by Roy Schiff of Milone & MacBroom.

8.) Commission, Board, & Committee Policies & Procedures

Guests: 1.) Joe Colangelo, Town Administrator

Enclosures: 1.) Hinesburg Town Commission, Board, and Committee Appointments

The main purpose of this agenda item is to decide how interviews will be handled moving forward. The hope is that the Selectboard will be able to provide enough direction to adopt an updated policy at the August 19th Selectboard meeting. In addition, the Energy Committee will need to be added to the list of the Town Boards, Committees, and Commissions.

The Selectboard needs to decide which of the following three (3) options they will choose:

- All interviews will be held in executive session
- No interviews will be held in executive session
- Certain Committee interviews will be held in executive session
- Certain Committee interviews will not be held in executive session

Attorneys from VLCT have indicated that interviews & deliberations *can* take place in executive session but they are not required to.

9.) FY2014 Hinesburg Property Tax Rates/Grand List & Mobile Home Reappraisal Update

Guests: 1.) Missy Ross, Town Clerk
2.) Marie Gardner, Lister

Enclosures: 1.) 2014 State Education Tax Rate
2.) Marie Gardner Memo – July 11, 2013
3.) Grand List FY2014
4.) Original Estimated Tax Rate
5.) Taxpayer Impact - Property Tax
6.) Tax Rate 2013 Adopted
7.) Tax Rate 2014 Estimated

The Selectboard will be determining the tax rate for FY2014. The estimated rates are included in the packet. Actual rates will be figured on Monday prior to the meeting but will be very close to the estimated rates. The Selectboard will have to determine how much fund balance to apply to offset these increases including the SB stipend increase.

The Selectboard's policy is to hold at least 7.5% of the total general fund budget as fund balance. If the Selectboard elects to use the amount of \$192,500 which was presented at Town Meeting, roughly 9.7% would remain. The Board has the flexibility to use more or less fund balance to offset the FY2014 budget when adopting the tax rate Monday evening. The Town Administrator does not recommend applying more than what was presented at Town Meeting. We are in a strong financial position and should not undermine ourselves with the over application of general fund fund balance.

Motion language will be handed out at the meeting on Monday.

Marie Gardner has provided an update to the Selectboard on the grand list and what accounted for the increase, as well as an update on the mobile home reappraisals (See memo from July 11, 2013).

10.) FY2014 Water & Sewer Rates/Wastewater Excess Capacity

- Guests: 1.) Rocky Martin, Buildings & Facilities Director
- Enclosures: 1.) Water and Wastewater Rates
2.) Memo from Rocky – Water and Wastewater Rates
3.) Wastewater Excess Capacity Report
4.) Memo from Rocky – Wastewater Reserve Capacity Allocation

Wastewater:

The FY 2013-2014 Wastewater budget, including half of Water/Wastewater Shared Expenses, is \$285,915, an approximately 8% increase from the previous year. Including a projection for additional new units, revenue for FY 2013-2014 is estimated to be \$265,976 or \$19,939 less than anticipated expenditures. The attached proposal is to increase wastewater rates to collect the necessary revenue to cover expenditures. The proposal is to increase the quarterly flat fee from \$64 to \$72.50; a \$34/year increase (\$2.83 monthly). The average annual residential user cost would increase from \$472 to \$506. (Please see attached WW Rate Setting dated 7/9/2013).

Consider a motion to set FY 2013-2014 Wastewater rates, effective July 1, 2013 at \$72.50/unit/quarter and \$0.027/cubic foot usage; Unmetered rates to be set at \$72.50/unit/quarter and \$40/unit/quarter unmetered usage charge.

Water:

The FY 2013-2014 Water budget, including half of Water/Wastewater Shared Expenses, is \$364,833, an approximately 1% increase from the previous year. It is anticipated that with new users sufficient revenue will be collected to cover expenditures. Recommendation is to leave water rates as they are at \$72.00/unit/quarter and \$0.035/cubic foot usage over 500 cubic feet/quarter.

No action recommended.

Wastewater Excess Capacity:

Every year we look at excess capacity of the wastewater treatment plant and allocate certain amounts to three different categories-residential, commercial/enterprise and institutional. Please see attached memo from Rocky along with Excess Capacity Report dated 6/19/2013. The bottom line is we have a lot of additional capacity at this time.

Consider a motion to approve the FY 2013-2014 Uncommitted Wastewater Reserve Capacity as outlined in the Report dated 6/19/2013 with 47,734 gallons per day allocated to Residential and 20,457 gallons per day allocated to Commercial/Enterprise.

11.) Contracts & Agreements

Guests: 1.) Rocky Martin, Buildings & Facilities Director
 2.) Dan Jacobs, Creekside Association

Enclosures: 1.) Athletic Field Fundraising and Use Agreement
 2.) Road Acceptance Policy
 3.) Decision and Order of Acceptance of Town Highways
 4.) Creekside Road Map
 5.) SB Minutes – July 9, 2012
 6.) Road Policy & Standards

- a. Town/Bucs - The general idea of this agreement is that the Town of Hinesburg and the CSSU Buccaneers Youth Football Association will agree to partake in a joint fundraising campaign to complete final site work and construction of the Bissonette Family Recreation Area. In exchange for the Bucs assistance in fundraising, they will have 'priority' use of 1 of the 2 multi-purpose fields (soccer, LAX, football) during the 5-month long football season. This agreement has been revised based on feedback received from the SB on July 8th. The revised version has been included in your packet for approval.

Consider a motion to sign the agreement between the Town of Hinesburg and the CSSU Buccaneers regarding the Bissonette Recreation Area

- b. Farmall Drive & Fredric Way – Consider action on the Town takeover of Creekside Association roadways.

Consider a motion to accept Farmall Drive and Fredric Way and sign the Offer of Dedication.

12.) Rural Area Zoning Ordinance

Guests: 1.) Alex Weinhagen, Director of Planning & Zoning

Discussion will continue from July 8th Selectboard meeting regarding the Rural Area Zoning proposal. The hope is that at the close of this discussion the Board will set the date for the Public Hearing.

Remember, if the Ordinance is not passed by September 12, 2013, the entire process becomes null and void and the Town would have to start again at the Planning Commission level. Before the ordinance can be adopted, two (2) separate public hearings are required and the Selectboard needs to warn the public hearings with fifteen (15) day advance notice. Ideally, the first public hearing would take place in late July or early August. Even more ideally, whatever version of the ordinance that is warned for a public hearing should have support of the Selectboard; therefore, it is very much worth everyone's effort to do the necessary leg work now to find a version of the ordinance that can be supported by the majority of the Board (all 5 would be best!).