



Annotated Agenda

September 9, 2013

2. Public Hearing – Vermont Smoke & Cure

Guests: (1) Chris Bailey, Vermont Smoke & Cure, CEO
(2) Karen Winchell, Project Manager, Town of Hinesburg

Enclosures: (1) Final Public Hearing Notice
(2) Vermont Smoke & Cure Website: <http://www.vtSmokeandCure.com/>

Vermont Smoke & Cure and the entire former Saputo site redevelopment is most definitely a local success story. Monday evening we will have a chance to celebrate that success just a bit more with the required and necessary close-out grant hearing for the Community Development Block Grant which the Town of Hinesburg captured and then subsequently loaned to Vermont Smoke & Cure. Chris Baily, CEO, will be in attendance and will be able to give an update to the Selectboard on how the \$550,000 from the Town was used and maybe a bit on how the company is doing in general.

Also, as we are all aware, the Town of Hinesburg has the ability to keep 50% of loan repayments from Vermont Smoke & Cure and start its own revolving loan fund. Thus far we have collected nearly \$8,000 in interest only payments; once the principal payments start our local fund will grow quicker.

The Chairman should Open the Public Hearing, Ask for Comments from Chris Baily, CEO of Vermont Smoke & Cure, Ask for any Additional Comments from the Public, Staff, or the Board, and then Close the Public Hearing.

Consider a Motion recognizing that the \$550,000 Community Development Block Grant secured by the Town of Hinesburg which was subsequently loaned to Vermont Smoke & Cure is officially closed out.

4. Public Hearing – Rural Area Zoning Ordinance

Guests: (1) Alex Weinhagen, Town Planner
(2) Joe Idanza, Planning Commission, Chair
(3) Residents at large

Enclosures: (1) All information available at: <http://hinesburg.org/planning/raz/>

This is the second required hearing on the Rural Area Zoning proposal. Revisions are proposed to three (3) different documents: 1) Town Plan (last revised May 16, 2011); 2) Zoning Regulations (last revised October 17, 2011); 3) Subdivision Regulations (last revised May 16, 2011).

The final revision language was discussed at the special August 21 Selectboard meeting, and was posted to the Town website on August 22 – www.hinesburg.org. The Selectboard cannot make any more revisions to the proposal (minus grammatical or minor editing).

Considerations:

- If the Board doesn't take action by September 12 (one year from the Planning Commission public hearing), the proposal is considered rejected per State statute.
- Regardless of what action you take, I encourage you to discuss what technical revisions/improvements you'd like to see the Planning Commission work on going

forward. Solutions are not necessary, as I will make a list of issues for the PC to consider, and they will take these up in more detail later. NOTE – this is what happened when the Village Growth Area zoning was approved by a 3-2 vote in 2009. In that case, it took the PC about one year to send the Selectboard a batch of technical revisions/improvements.

Scenarios – Town Plan:

1. Board votes to approve; changes go into effect immediately
2. Board votes to reject, and send back to PC with instructions
3. Board takes no action; proposal is deemed rejected on 9/12

Scenarios – Zoning Regulations and Subdivision Regulations:

1. Board votes to approve; changes go into effect after 21 days
2. Board votes to approve; citizen petition received within 20 days to force a town-wide vote (via Australian ballot)
3. Board votes to reject, and send back to PC with instructions
4. Board takes no action; proposal is deemed rejected on 9/12
5. Board takes no action; citizen petition received within 60 days of 9/12 to force a town-wide vote (via Australian ballot)

The purpose of this public hearing is to receive any final feedback prior to the Board taking action on the proposal. Suggested protocol:

1) Open the public hearing and take comments from the public;

2) Close the public hearing;

3) Consider a Motion to, “Approve the Rural Area Zoning revisions to the Town Plan, Zoning Regulations, and Subdivision Regulations as described in the final proposal.”;

5. Municipal Planning Grant

Guests: (1) Alex Weinhagen, Town Planner

Enclosures: (1) None

Municipal Planning Grant (MPG) applications are due on September 30. This is an annual State grant program that provides up to \$20,000 for planning projects. Any grant above \$8,000 does require a small Town match. The grant project period runs from December 2013 through May 2015 – i.e., we have to complete the project within that time frame. The Planning Commission and the Director of Planning and Zoning are interested in applying for grant funds to design stormwater control infrastructure in the village core area.

This matches up nicely with the priorities of this year’s MPG program – i.e., likely to be funded. It would also help follow through on a lot of the stormwater planning that the Town has been doing for several years now.

The idea is to select one or more sites in the village core, and design stormwater systems to help control the large quantities of runoff from previously developed areas (e.g., Lantmans area, Cheese Plant area, etc.) that discharge largely untreated stormwater into the LaPlatte River. This would be planning and design work, which could also include some education elements.

Actual construction of such systems would be the focus for future grant applications through VT ANR and other funding sources. By better controlling stormwater in the existing village core, we help make future in-fill and redevelopment easier, and we improve water quality and flood storage in our most densely settled area of town. Unlike the expansion areas in the village growth area, no one else is going to ensure better stormwater control in the already developed village core. The Town needs to step up to address this.

Selectboard approval and Planning Commission sign off are needed for the grant application. If the Selectboard is amenable to the proposed project, the Director of Planning & Zoning will prepare the grant application materials.

If the Selectboard wants to suggest an alternate project, now is the time to suggest one. Given the 9/30 application deadline, the Selectboard will need to approve and sign the grant application (formal resolution) at your September 16 meeting.

The Director of Planning & Zoning will flesh out the project description and budget for that meeting, based on your discussion at the 9/9 meeting. No formal motion necessary at 9/9 meeting – just direction on the above project or an alternate project suggestion.

No Formal Motion Anticipated

6. Letter of Employment with New Wastewater/Water Operator

Guests: (1) Mr. Craig Hinchman (CJ)

Enclosures: (1) Draft Letter of Employment

Between our original job posting announcement in May and the more recent posting a few weeks ago, 25 applications were received for those interested in the position of Operator for the Town of Hinesburg's Water/Wastewater Department.

Director of Buildings & Facilities, Rocky Martin, Operator, Kayhon Bahar, and I held initial interviews with 8 candidates. Of those 8, we pushed 3 onto a final round of interviews. The final interview round consisted of a ride-around/tour of the water and wastewater systems with Rocky and Kayhon (roughly 2 hours per tour), a mathematics test, and a panel interview with Rocky, Andrea Morgante, Tom Ayer, and me.

Of the three finalist, the panel was confident that each candidate could have competently done the job as required; however, the top choice being recommended to the Selectboard for confirmation was deemed the 'best fit.'

On Monday night the rest of the Selectboard and the public will be introduced to Mr. Craig Hinchman (goes by C.J.). Craig is originally from New York; graduated a few years ago from SUNY-Plattsburg with a degree in Geology. During college he took a number of classes specific to wastewater management. He also has some experience as the manager of a small water system at a summer camp. Craig can fill in some additional details regarding his past work and academic experience on Monday evening. His references all gave him high marks and feel he will excel.

Consider a Motion formally offering Mr. Craig Hinchman the position of Water/Wastewater Operator in the Town of Hinesburg's Water/Wastewater Department starting September 16, 2013 and have the Town Administrator sign his Letter of Employment on behalf of the Selectboard.

7. CBC Reappointments

Guests: (1) None

Enclosures: (1) Go to: <http://hinesburg.org/boards.html>
(2) Attachment showing CBC Term and Renewals for 2013

Consider a Motion reappointing Catherine Goldsmith, Carl Bohlen, Andrea Brainard, Rocky Martin, Dale Wernoff, Bruce Wehler, Bill Marks, Richard Jordan, Sarah Murphy, Johanna White, and Mike Potivin to another term to their respected Commission, Board, and Committee.

8. Potential Purchase of Town Owned Land

Guests: (1) Kyle Bostwick, Hinesburg Resident

Enclosures: (1) Aerial Map of Land
(2) Legal Opinion from Jim Barlow, VLCT

Hinesburg resident Kyle Bostwick has expressed interest in purchasing the 5.35 acre parcel of land - known as Lot 31 – from the Town of Hinesburg. Kyle is aware that this parcel comes with some ‘strings attached’. Some of those strings include the following:

Per 2004 DRB subdivision/PUD approval:

1. *Designated open space area* – no development allowed except “community facilities” consistent with section 4.5 of Zoning Regulations;
2. *Purpose of lot per DRB approval* – green space and area for active and passive recreation;
3. *150’ “no-cut” riparian buffer* – the lot is encumbered by a 150’ “no-cut” riparian buffer along the LaPlatte River – supposed to be allowed to become reforested
4. *VAST trail* – there is an existing VAST snowmobile trail that crosses the lot

Other considerations:

1. *Trail connection* – The Official Map envisions a trail along the LaPlatte through this lot – could simply be year-round use of the VAST trail, which is already happening to some extent today;
2. *Wetlands* – There are extensive wetlands on the lot. The Town had a wetland delineation done in July 2006. The Town and the original developer had hoped to do a recreation field on the property per the 2005 DRB approval. Unfortunately, the US Army Corps of Engineers changed their interpretation of “prior converted” wetland allowances. After a site visit/conference in 9/2006, the site was deemed too difficult to develop for a formal recreation field.

The purpose of this agenda item Monday night is for Kyle to have this initial conversation with the Selectboard; to find out the general direction of the Selectboard.

No Official Action Anticipated.

9. Town Administrator Report

- a. Public Safety Facility – Our first weekly job meeting with the general contractor is slated for Tuesday, September 10 at 7:30am. As of the time this document was posted for the SB packet, the Town Administrator was working with Millbrook on finalizing the contract. We have had follow-up conversations with the folks at Act 250 regarding their issue with the need for a through road which I should be able to update the Board on Monday night. Still hopeful to have shovels in the ground in September. If we have everything in order, I would like to schedule a ribbon cutting/ground breaking ceremony for Monday, September 16th at 6:30pm just prior to the Selectboard meeting.
- b. 116 Corridor Study – The first community forum has been scheduled for September 24 at 7pm at the Town Office. Andrea may have additional information. She is on the committee. <http://www.hinesburg.org/route116-corridor-study>
- c. 3rd Floor Chairs – The Board seemed lukewarm on the idea of adjustable chairs so I went back and got pricing for some standard chairs. Will update Board with specifics Monday evening.

- d. E-mail Addresses – If Selectboard members have not made a time to meet with Aaron Kimball please make that a priority.
- e. Vermont Gas – Public Hearing is now scheduled for September 10 (originally September 11) at the middle school in Middlebury starting at 7pm.
- f. Animal Control Ordinance – A resident contacted Chairman Trefry regarding the reach of the Animal Control Ordinance as it relates to barking dogs; specifically regarding the line in our animal control ordinance that states "frequent or long-continued noise, barking, or howling which disturbs the comfort of persons in the vicinity".
- g. FY2013 Budget Reserves – I will go over the reserves for carry over. Will ask for the Selectboard to ***Consider a Motion accepting the FY2013 Reserves as Presented on September 9, 2013.***
- h. Selectboard Retreat – Two (2) topics I hope to dive into. 1) FY2015 Budget Vision; 2) FY2015 Strategic Plan. Questions?
- i. VLCT Town Fair – VLCT's Town Fair is scheduled for October 2 and 3 in Killington. Some relevant documents are attached in the SB packet. I am happy to be Hinesburg's voting delegate at the Annual VLCT meeting.
- j. Sidewalk Engineering – I'm meeting with an engineer to review a scope of work and to get an estimate on scoping an engineering study on the sidewalk improvements needed on the opposite side of Rte 116 from the United Church. Our meeting is scheduled for 6pm prior to the Selectboard meeting Monday evening. More than likely, the Selectboard will have a motion to consider for their September 16th meeting on whether or not to authorize funding an initial study.
- k. Hinesburg Village North Sidewalk – Will update Selectboard Monday night on status of choosing an engineering firm. I will be talking with our state project manager Friday or Monday regarding our selection criteria. The project manager from the State, Rocky, and I ranked and scored the eight (8) submitted RFQ's.
- l. FEMA – Mike Anthony and I met with representatives of Homeland Security (FEMA) and the State of Vermont two weeks ago to tour sites in Hinesburg requiring repair due to the rain events of June/July. Because the State was declared a disaster area, Hinesburg will be eligible for insurance reimbursements from federal and state sources (75% fed, 15% state, 10% local). This is pretty good news for us. In fact, all of the work we did as a temporary fix to MaGee Hill Road (upsizing the culvert), the engineering study we had completed, and the future permanent fix recommended for MaGee Hill will all be covered by FEMA (with the 10% local share).
- m. FY2013 Budget and Audit – We are preparing for the FY2013 Audit. While some figures will continue to move around before and during the audit, total general fund revenues = \$2,967,290 and total general fund expenditures = \$2,854,959. This means that revenues were \$112,000 greater than expenditures; therefore, none of the originally budgeted \$108,000 of fund balance will be required to balance total revenues with total expenditures. A nice fact to know going into the FY2015 budget season.
- n. Gilman and Hines Road Intersection – Resident asked about installing a mirror to help with visibility on a blind curve on Gilman near the Hines Road intersection. Put out the recommendation to Mike, Al, and Frank for thoughts. Selectboard thoughts?
- o. Charlotte Road Catch Basin – I think we really need to deal with the safety concern of the catch basin in front of the Dameron house on Charlotte Road. Will be an agenda item next Selectboard meeting.
- p. Yield Sign for School on 116 – HCS contacted me about leaving the yield sign in the middle of 116 rather than having to lug it back and forth each day. Will follow-up with State and HCS. Thoughts?

- q. Bissonette Recreation Fields – A few interesting updates. As you more than likely know the ‘Bissonette’ parcel is slated for sketch plan review shortly and the BlackRock group is prepared to develop and present a masterplan for the parcel. Black Rock has met with a few Town groups including the Village Steering Committee to solicit input feedback. Rocky and I met with them a few days ago and we discussed how their masterplan works with the Town’s proposal to develop recreation fields. The outcome of that initial meeting was that I had our engineer send their engineer our plans so to look at possible ways to find efficiencies. Also, fundraising continues to move forward. Jill Lowery of the Bucs captured a \$5,000 grant last week. While the \$25,000 grant proposal I wrote last winter was not funded, the same grant proposal is going to a different funding source and I anticipate capturing the \$25,000 this fall.

- r. FY2014 Budget Report, August 2013 – See budget report for end of August 2013. Questions?