



Annotated Agenda

September 30, 2013

3. Rural Area Zoning

Guests: (1) None Invited but potentially some could show

Enclosures: (1) Petition
(2) 17 V.S.A. § 2643. Special Meetings
(3) Emails from VLCT, Secretary of State's Office, Alex Weinhagen
(4) Colangelo to Bedard Email

As expected, a petition was received by the Town Clerk's office ahead of the September 29, 2013 deadline to force a vote on the Town Zoning and Subdivision Regulations changes approved by the Selectboard on September 9, 2013. Furthermore, the submitted petition asked for a second article to be placed on the ballot which would require "all future matters regarding the regulation of private property in this community be brought to a town-wide vote..." Article 1 should be warned as a Special Town Meeting ballot item. Article 2 of the submitted position is not valid and therefore should not be included with the Special Town Meeting. More discussion of these topics can be found in the attachments.

Consider a Motion Pursuant to 17 VSA 2643, the Town of Hinesburg Selectboard Warns a Special Town Meeting starting at 7:30PM, Monday, November 4, 2013 to Consider Article 1 of the Submitted Petition Asking Voters Shall the Changes to the Zoning & Subdivision Regulations approved on September 9, 2013, by the Select Board be repealed, and at the close of the business meetings, the Meeting shall be adjourned until the Following Day for Voting by Ballot. Furthermore, per statute, the Selectboard will hold an informational meeting on October 28, 2013.

4. Village North Sidewalk – Engineering Services Contract

Guests: (1) None

Enclosures: (1) Original RFP: <http://hinesburg.org/rfp/RFQ-Riggs-Road-HINESBURG-STP-BIKE-54.pdf>
(2) Scope Cover Letter
(3) Scope Cost
(4) Ranking

Seven (7) firms submitted qualifications to supply the Town of Hinesburg with engineering services for the Hinesburg Village North Sidewalk Project. This project will provide sidewalk linkage between Commerce Street and Riggs Road; eventually, a sidewalk will run further north on 116 and connect to the Recreation Path on CVU road. Because this project is an LTF (local transportation facilities) program, we were required to follow the State's procurement process to obtain engineering services and we have worked with a State project manager to ensure compliance. The Lamoureux & Dickinson proposal comes to \$32,679 and this compares favorably to the Phase 1 budget for said services of \$40,000. On the Phase 1 original budget attached this represents the items from Engineering down to ROW. Please note that the state of Vermont is responsible for 90% of the project cost and the 10% local share will be covered by WindNRG Partners and SB Collins.

Consider a Motion awarding the contract for engineering, design, and permitting for the Hinesburg Village North Sidewalk Phase 1 Project – Hinesburg BIKE (54) to Lamoureux & Dickinson for \$32,679 and have the Town Administrator sign necessary contract documents with L&D on behalf of the Town of Hinesburg.

5. New Highway Maintainer

Guests: (1) Lee Fortin, Highway Maintainer
(2) Mike Anthony, Highway Foreman

Enclosures: (1) NONE

The Highway Foreman and the Town Administrator have both interviewed Mr. Fortin and are prepared to recommend him to the Selectboard for confirmation. Mr. Fortin would start on the Highway Crew on October 1, 2013. Lee will attend the meeting Monday evening and will be available for a Q & A with the Selectboard.

Consider a Motion offering the job of Highway Maintainer in the Town of Hinesburg's Highway Department to Mr. Lee Fortin and have the Town Administrator sign the Letter of Employment on behalf of the Town.

6. MaGee Hill Road: Engineering and Mitigation Needs

Guests: (1) Mike Anthony

Enclosures: (1) MaGee Hill Road RFP

Mike Anthony and Mike Weisel had a pre-bid meeting for the MaGee Hill Road Improvement Project last week. Four (4) contractors attended and bids are due to the Town Clerk's Office by 4pm Monday, September 30th. The bids will be opened just prior to the Selectboard meeting and the Highway Foreman will make a recommendation to the Selectboard.

As a reminder, this mitigation effort will be covered by federal and state emergency funds; the local share will be 12 ½% of the total.

Consider a Motion awarding the MaGee Hill Road Improvement Project to _____ for an amount not to exceed _____ with the expectation that work will be completed this fall.

7. Richmond Road Paving Contract

Guests: (1) Mike Anthony, Highway Foreman

Enclosures: (1) Capital Budget: <http://hinesburg.org/budget/final-proposed-budget-fy2014/hinesburg-town-budget-capital-detail-FY2014.pdf>
(2) Paving Plan
(3) Bids
(4) CCRPC Complete Streets:
<http://www.ccrpcvt.org/transportation/completestreets/>
(5) Map 13, Town Plan
(6) Complete Streets Checklist Reporting Form

At one point this summer we were pretty certain that paving was going to have to wait until spring, given the highway department's stretched resources due to some of the flooding events. However, it appears that now Mike is ready to move forward with the project. The plan would be to shim 1" this fall and then another 1" in the spring. In order to get the 2.3mi desired the Town would need to pay \$271,000. Although this would be affordable in our capital plan, due to the \$80,000+ remaining from previous years', my recommendation would be to spend no more than the \$250,000 shown in the budget. Mike and I had a chance to speak about this briefly and I think he feels find about reducing the scope of the project to fit within the budgeted figure.

By law, we need to recognize the Complete Streets legislation and consider multiple forms of transportation; not just vehicular. It seems to me that compliance for Richmond Road would mean clear 3' fog lines. I'm not sure more would be required, warranted, or feasible but the Selectboard needs to feel comfortable with this type of compliance. The Town Planner feels that 3' would be the minimum but 4' would be a more appropriate goal, if

possible. Map 13 of the Town Plan outlines a vision for Hinesburg's trail network. This map indicates that Richmond Road needs shoulder improvements if the vision of the trail network is to be properly achieved.

During budgeting conversations last year for the FY2014 budget, the Selectboard agreed that Richmond Road – from CVU to the North Road intersection, should have improved bike and pedestrian facilities in order to connect some of the higher density neighborhoods to CVU and the Village. Therefore, the Selectboard should make sure it feels comfortable with the multi-modal transportation improvements associated with a repavement of North Road.

Consider a Motion awarding the FY2014 Paving of Richmond Road to Pike at the Per Ton price of \$73.80 and a not to exceed project limit of \$250,000. Included with this project, the Selectboard will require that no less than 3 feet of shoulder is included on both sides of Richmond Road, and the Town Administrator will complete the Complete Streets reporting form on behalf of the Town.

8. Town Administrator's Report

- a. Fire Department – See Party Invite for Selectboard
- b. HRRR – High Risk Rural Road for North Road. Unless there are issues, I will assume we will move forward with the implementation of the HRRR program recommendations along North Road.
- c. SB Training – See packet for VLCT training. If you are interested in attending please let me know and I will sign you up.
- d. Sidewalk – A possible scoping study for the 116 sidewalk near Kelley's Fields Road and a separate note from the engineer regarding specific work on the failed catch basin.
- e. Pleasant View Lane – As a follow-up to a meeting Alex and I had with the neighbors of Pleasant View Lane, Mike Anthony, Mike Weisel and I met on-site to discuss some of the flooding concerns. The email I sent to the neighbors of Pleasant View Lane summarizes our conversation. I've left it in the hands of the neighbors if they would like face-time with the Selectboard to discuss it further.
- f. Assigned Fund Balance – We need to do a bit of a do-over with our reserve fund authorization to ensure that the language we use is compatible with the GASB requirements. After meeting with our auditors last week, it would be most appropriate for the Selectboard to make the following motion: *Consider a Motion Approving the FY2013 Assigned Fund Balance as Presented on September 30, 2013.*
- g. Police Officer Interviews – Chief Koss has two (2) finalists for the position of Police Officer. Michale Bissonette and Phil Pouech volunteered to be part of an interview committee. Need to coordinate schedules.