



# Annotated Agenda

October 7, 2013

## 2. Firearm Discharge Ordinance

**Guests:** (1) Town residents  
(2) Chief Koss

**Enclosures:** (1) Proposed Ordinance

This is a continuance of the Public Hearing from September 16<sup>th</sup>. The purpose of the proposed ordinance is to a) assist the neighbors around the Town Forest keep the neighborhood safe from haphazard, erratic shooting practices; b) put teeth to the recently adopted Town Forest Management Plan which calls for the prohibition shooting except for hunting purposes in the Town Forest.

A number of residents showed up to the original public hearing with some concerns. One of the most compelling issues brought before the board was the issue of people being able to sight a rifle. I spoke to one Town resident over the past week or so who was curious if the Town gravel pit could be a place residents could come and sight rifles. I suppose that would be a possibility to discuss with Chief Koss and the Highway Foreman (not to mention homeowners around the gravel pit).

I didn't get the feeling that the Selectboard was prepared to move forward, necessarily, with this ordinance. So I was not anticipating official action Monday evening. It would be nice to get an idea of where the board stands and how it would like to proceed with this topic. Potentially, the Board does not want to pursue this ordinance any longer. That would be acceptable but I would ask for the Selectboard to make that known to staff so we do not put time into the endeavor any longer. If the Board would like to continue the dialogue with the community, that would be a good piece of information to know as well.

*No Official Action Anticipated.*

## 4. Village Steering Committee Annual Update

**Guests:** (1) Members of the Village Steering Committee

**Enclosures:** (1) VSC webpage: <http://hinesburg.org/villagesteering.html>

The Village Steering Committee has had as active and successful year as any of our Town CBC's. Their Village Visualization Project was completed and presented to the public, they erected some benches around Town, and they did some rehabilitation at Memorial Park. I believe they still have plans to plant some trees at Memorial Park to go along with the new fence.

I think one concern might be the continued membership of the VSC. Unfortunately, their fearless leader, Dona Walker, has indicated she will no longer continue after December; George Dameron has also expressed his desire to move to the Trails Committee; Aaron Kimball also moved from VSC to the Planning Commission this past year. I'm not sure what the plans are of the other committee members.

The Seletboard should take time to engage in dialogue with the Village Steering Committee and take time to work on a shared vision of the coming year goals of the committee. Since the VSC is an advisory group to the Selectboard, the Selectboard should feel inclined to give the VSC some direction and feedback.

*No Official Action Anticipated.*

## 5. Grant Proposals from Hinesburg Community Police Department

**Guests:** (1) Chief Koss  
(2) Rep. Lippert has been invited

**Enclosures:** (1) Proposal from Chief Koss

Chief Koss is seeking permission to apply for three (3) grants from Homeland Security. All of these grants would be funded 100% by the federal government. Granted, all grants the Town of Hinesburg receives entail in-house work: bookkeeping, accounting, management, etc. and typically require quite a bit of attention during audit season, regardless of the 'size' of the grant award. This is not to say we should not continue seeking grant funds but it is important for the Selectboard to be aware of the fact that even 100% grant funding for relatively small amounts of money does not mean the Town is off the hook when it comes to management responsibilities.

The three (3) Chief Koss is looking to submit for and obtain are for: 1) radios; 2) a fingerprint device; 3) a license plate reader. The license plate reader may draw the most attention. I have reached out individually to Representative Lippert because he has been vocal on his feelings towards these devices. If he decides to attend Monday's meeting he could share those directly with the Board.

*Consider a Motion Authorizing the Chief of Police to Submit Grant Proposals to the Department of Homeland Security to obtain radios, a fingerprint device, and a license plate reader.*

## 6. Discussion with Creekside Association

**Guests:** (1) Dan Jacobs, President  
(2) Rocky Martin, Director of Buildings & Facilities

**Enclosures:** (1) email from Rocky Martin

Dan Jacobs has requested time on the Selectboard agenda. I think he wants to talk about the following items: 1) the development around Creekside and communication issues; 2) the stormwater agreement with the Town of Hinesburg connected to the new police station and some of the legal work that has been and will be necessary to unravel the tangled issues; 3) a follow-up on some of the Town's water system issues he brought before the Selectboard a few months ago.

Rocky will also be in attendance and will be available for the Selectboard to call upon during this agenda item if the Board would like to hear from the Town staff person.

*No Official Action Anticipated.*

## 7. Road Acceptance Policy

**Guests:** (1) None

**Enclosures:** (1) Copy of Town of Hinesburg Town Road Policy  
(2) Copy of Recommended Updates to the Hinesburg Policy for Consideration of New Town Roads

It was brought to my attention during the Town take-over of the Creekside roads a few months ago that the Town should update its New Town Road Policy to require title insurance be required for all roads proposed to be dedicated to the Town. In advance of the Town's take-over of the Thistle Hill roadways (see Town Administrator report), this is a good time for the Selectboard to update the policy to reflect the suggestion made by our attorney.

*Consider a Motion to Update the Town of Hinesburg's Policy for Consideration of New Town Roads effective October 7, 2013.*

## 7. CBC Interviews

- Guests:**
- (1) George Dameron, Trails Committee Candidate
  - (2) Carrie Fenn, Energy Committee Candidate
  - (3) Katelin Emerson, Energy Committee Candidate
  - (4) Ray Keller, Energy Committee Candidate
  - (5) Kathy Newton, Agency Request Review Committee Candidate
  - (6) Susan Marion, Agency Request Review Committee Candidate
  - (7) Others who submit applications before Monday evening

- Enclosures:**
- (1) Application materials from candidates
  - (2) List of vacant seats

Per the Selectboard's CBC policy, October is the month of interviews and appointments to the Town's CBCs. Also remember that the Selectboard has made the point to conduct interviews and have deliberations on candidates in open session but did reserve the right to enter into executive session if it so desired for deliberations.

After interviewing candidates, you could go forward with appointments or you could hold-off until a later date to make the appointments. There will be time scheduled for October 21 for additional interviews as well.

Consider the Following Motions:

*To Appoint George Dameron to a three (3) year seat on the Trails Committee for a term ending January 1, 2017*

*To Appoint Carre Fenn to a three (3) year seat on the Energy Committee for a term ending January 1, 2017*

*To Appoint Katelin Emerson to a three (3) year seat on the Energy Committee for a term ending January 1, 2017*

*To Appoint Ray Keller to a three (3) year seat on the Energy Committee for a term ending January 1, 2017*

*To Appoint Kathy Newton to a three (3) year seat on the Agency Request Review Committee for a term ending January 1, 2017*

*To Appoint Susan Marino to a three (3) year seat on the Agency Request Review Committee for a term ending January 1, 2017*

## 9. Zoning Administrator (Re)appointment

- Guests:**
- (1) None

- Enclosures:**
- (1) Confidential Employee Evaluation available to Selectboard members only
  - (2) eMail from Jim Barlow regarding timeing of ZA reappointment
  - (3) 24 VSA 4448. Appointment and powers of administrative officer

Pursuant to State Statute – Title 24, Chapter 117, Section 4448 – the Zoning Administrator shall be appointed for a three (3) year term. Hinesburg's Zoning Administrator, Peter Erb, was last appointed on July 12, 2010 for a term which expired on August 31, 2013. State Statute requires the Planning Commission to nominate (or re-nominate) people for this position, and the Selectboard then decides who to (re)appoint,

The Planning Commission, during their April 24, 2013 meeting, unanimously approved a motion to nominate Peter Erb for another term as Zoning Administrator.

The Selectboard now needs to decide whether or not to confirm this nomination from the Planning Commission. Clearly, it's within the Selectboard purview to enter into executive session to discuss this matter prior to the consideration of a Motion on the reappointment. If the Selectboard feels comfortable moving forward with the appointment Monday evening it may do so; if the Selectboard would like any follow-up information or additional time prior to moving forward with the motion it may do that too. Although Erb's term expired on August 31, his actions as Zoning Administrator are still valid and will continue to be so during the reappointment process. In other words, the Town doesn't need to worry about compliance issues at this point and the Board shouldn't feel rushed in its decision making capacity. See memo from Jim Barlow attached.

*Consider a Motion reappointing Peter Erb as the Town of Hinesburg's Zoning Administrator per the recommendation of the Planning Commission for a three (3) year term ending August 31, 2016.*

## 10. Town Administrator Report

- a) **Thistle Hill Roads:** As follow-up to agenda item # 7 above, we are taking necessary steps for the planned take-over of Thistle Hill Roads. We had a site visit a few weeks back and Mike and Rocky met with Joe Fallon to review the notes and engineering plans. As of now we are looking at a site visit for October 21, 2013. I will keep the Selectboard informed.
- b) **Boil Water Notice:** See notice in your packet.
- c) **Water Fund Payment Question:** We are in the early stages of unraveling a missing \$58,000+ payment from the State to the Town of Hinesburg's Water Department. It's a bit of a convoluted story but the long and short is that a State reimbursement payment was made to a private company who was, theoretical, responsible for sending the Town of Hinesburg the check. The Town never received the check and the company has since gone out of business. Our contention to the State is that they owe us the money and it's on them to get their original check back from the private company. Hopefully this will work out smoothly. This may be a future agenda item for the Selectboard. Some of the details would be discussed in executive session.
- d) **Health Insurance:** On October 3<sup>rd</sup>, I trekked down to Killington with the goal of signing the Town of Hinesburg up with the health exchange. Unfortunately Vermont Health Connect was not working properly so I was unable to do this with the Navigator. Better luck in the near future. I have set-up time for Navigators to come to Town Hall on October 29 and 30. October 29 will be specifically to assist Town employees and their families; October 30<sup>th</sup> is available to any Town resident and a number have contacted me so far requesting time with a navigator.
- e) **Police Officer Interviews –** Phil Pouech, Michael Bissonette, and Joe Colangelo interviewed two (2) candidates for the position of Police Officer this past Thursday afternoon. Both candidates were previously interviewed and screened by Chief Koss and Sergeant Casco. The interviews went well and the expectation is that a new candidate will be put before the Selectboard on October 21<sup>st</sup> for an offer of employment with the Hinesburg Community Police Department.

