



Annotated Agenda

October 21, 2013

3. Thistle Hill Roads

- Guests:**
- (1) Mike Anthony, Road Foreman
 - (2) Bart Frisbie, Sterling Construction
- Enclosures:**
- (1) Colangelo Notes from Preliminary Walk-Through
 - (2) New Consideration of Town Road Policy
 - (3) Notes from 10/21 meeting with Fallon will be Available
 - (4) Road Plans

This agenda item will be a relatively quick preliminary update on the proposed take-over of the Thistle Hill Roads. Mike Anthony, Rocky Martin, Bart Frisbie, and Joe Colangelo did a walk-through a few weeks ago in preparation for a warned public hearing, site visit, and anticipated take-over by the Town. Due to scheduling conflicts we have been unable to meet with our attorney and that meeting is scheduled for October 21. We will take some time Monday to review and set a time for a site visit and public hearing. With winter weather approaching coupled with the shortening of days we need to find a time that works well for the Selectboard. Potentially a weekend day would be our best bet.

Consider a Motion Setting the Public Hearing for _____ and the site visit for _____ for the proposed Town take-over of roads in the Thistle Hill development.

4. Sale of 2003 International Dump

- Guests:**
- (1) Mike Anthony, Highway Foreman
- Enclosures:**
- (1) Bids received: 2 of them
 - (2) Photo of International

We decided back in the spring at the time we purchased the new dump/plow truck that we would attempt to sell the 2003 International rather than go with a trade-in. The plan should be to use the proceeds from this sale to offset the first year repayment of the lease for the new dump/plow truck. Our first year payment (FY2015) is \$30,000; the subsequent year payments are \$34,950.20. Therefore, the high bid more than covers the first payment and so we can use the additional \$1,100 in FY2016 to off-set a portion of the 2nd year repayment obligation.

Consider a Motion Awarding the 2003 International to Morse's Equipment out of Patten, ME for \$31,100 and place the \$31,100 as assigned fund balance at the end of FY2014 to be used specifically on the first year lease payment for the recently purchased dump/plow truck and, after the first \$30,000 is used to offset the total lease payment obligation in FY2015, place the remaining \$1,100 in assigned fund balance at the end of FY2015 to help off-set the \$34,950.20 lease payment obligation in FY2016.

5. Consider Letter of Employment for New Police Officer

- Guests:**
- (1) Anthony S. Cambridge, Recruit
 - (2) Caleb Casco, Sgt, Hinesburg Community Police Department
- Enclosures:**
- (1) Draft Letter of Employment

An interview panel consisting of Phil Pouech, Michael Bissonette, and Joe Colangelo interviewed three (3) separate candidates for the position of Police Officer within the Hinesburg Community Police Department.

These candidates were all vetted originally by Sgt. Casco and Chief Koss. The panel generally liked all of the candidates and thought they could have all been a good fit for the community and for the department. Mr. Cambridge, unlike the other two (2) candidates, has been through the police academy and is fully certified; in general, for a small department like ours, it would be difficult to pass-up an opportunity to have a fully certified officer. To be fair, the other candidates were good and had Mr. Cambridge not been available, it probably would have been worth the resources (time and money) to put one of those two through the academy. Mr. Cambridge holds a master's degree in education and was a teacher in New Jersey before switching to a career in law enforcement.

Consider a Motion Offering Mr. Anthony S. Cambridge a Letter of Employment from the Town of Hinesburg to begin his employment as a Police Officer starting October 30, 2013 and have the Town Administrator sign the Letter of Employment on Behalf of the Selectboard.

6. Exterior Colors for New Police Station

Guests: (1) Public Safety Committee Members

Enclosures: (1) Color Combination Choices
(2) Photos of Color Combinations
(2) Color Combinations will be available for SB at the meeting.

I realize the conversation for this topic could go in many directions. But please keep in mind that this decision MUST be made Monday night. We have three (3) color combinations selected for you to choose from. The project is zipping along and in order to keep the project moving forward appropriately we need to order the exterior materials ASAP.

Consider a Motion Approving the Following Color Combination for the Exterior of the New Police Station. Siding _____, Trim _____, Windows _____, Roof _____.

7. Approve Grant Applications for the Police Department

Guests: (1) Caleb Casco, Sgt, Hinesburg Community Police
(2) eMail from Chief Koss

Enclosures: (1) Draft Letter of Employment

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. 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.

8. Consider Closing Fredric and Farmall for Halloween Night Between 6 – 8pm

Guests: (1) Creekside Executive Board Members
(2) Sgt Casco, Hinesburg Police Department
(3) Chief Al Barber, Hinesburg Fire Department

Enclosures: (1) Request from Creekside
(2) Map

The Creekside Association has requested that the Town close Farmall and Fredric between 6pm – 8pm on Halloween Night to vehicular traffic. Personally, I think this is a great idea given the number of people who celebrate Halloween – especially young children – in the Creekside development Halloween evening. There is a concern that this will overload the parking capacity at the fire department and, potentially, make for a less safe condition along 116. I think it's worth a shot this year and if it's not successful then we can reconsider next year.

Consider a Motion closing Farmall and Fredric, past Kaley's Way, to vehicular traffic between 6 – 8pm and charge the Hinesburg Community Police Department with the responsibility of barricading the area appropriately.

9. Discussion with Creekside Association

Guests: (1) Dan Jacobs, President

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.

No Official Action Anticipated.

10. CBC Interviews

Guests: (1) George Bedard, Planning Commission Applicant
(2) Rolf Kielman, Planning Commission Applicant

Enclosures: (1) George Bedard Application Materials
(2) Rolf Kielman Application Materials

George Bedard originally applied for the Planning Commission back in February. Per the CBC policy, his application is considered 'live' for a year and he has indicated his desire to be appointed. Rolf applied for the Development Review Board back in April (2013) and has now submitted an application for the Planning Commission.

Consider at Motion to Appoint (George Bedard /Rolf Kielman) to a four (4) year seat on the Planning Commission for a term ending January 1, 2018.

11. VSC Private Donations

Guests: (1) None

Enclosures: (1) email request from Dona Walker

During last week's annual meeting with the Village Steering Committee the topic of private fundraising was discussed. Similar to action the Board took to create a fundraising line-item for the Bissonette Field Project and the 4th of July efforts, a motion should be made by the Selectboard for this purpose for the Village Steering Committee.

Consider a Motion to Create a Line-Item in the Town Budget specifically for donations to the Village Steering Committee and create a reserve account for these funds.

12. Town Administrator Report

- a) **Water Fund Payment Resolution:** As follow-up to my report to the Selectboard last meeting regarding a 'missing' \$58,000+ payment from the State to our Water Department, the attached letter shows that this issue appears to be resolved. Thanks to Joan, Missy, Rocky, and our auditors for catching this item. This proves once again the value of having a number of different checks and balances watching our books.
- b) **Hannaford Act 250 Update** – See email from Alex in the Selectboard packet.
- c) **Catch Basin 116** – See email from VTRANS. I am meeting with them on location on October 23.
- d) **Thank you letter 116 Paving** - See draft letter in your packet. If the Board is okay with it please sign and I will send it out.
- e) **MTBE Legal** - See update on our MTBE legal action. The case has now been transferred to multi-district litigation which is what we were hoping for.
- f) **End of September Budget** – See budget report(s) in your packet. Questions? Please ask.
- g) **Fence on Richmond Road** – A resident along Richmond Road erected a fence. There was some miscommunication between the resident and Town staff. The Town Administrator did give this resident permission to place this structure on his property but it appears that the structure is being built within the Town right-of-way (it's even nailed to a tree). I know Mike Anthony is pretty concerned the fence will not last the winter. The landowner has been clear that they will take responsibility but it might be more logical for the fence to simply be moved before the (potentially inevitable damage) takes place.
- h) **Sidewalk Cleaning** – Andrea mentioned at the last Selectboard meeting if the sidewalks could be swept and cleaned. Rocky is going to take care of the low-lying area in the Village but sweeping of the entire system will need to wait until spring,
- i) **Other Water Department Topics** – 1) Flushing is scheduled for the Monday, Tuesday, and Wednesday before Thanksgiving. This is the only time the department can do this needed task without impacting the schools. We have had a number of complaints on discolored water and these complaints will continue until the flushing can occur; 2) Our search for a new water supply source got an unexpected boost when UVM and VT Geology Society decided to study the three existing wells in Geprags Park; all free of charge. They have completed the study of two of the wells and are scheduled for the third 10/18. After they compile all the data, we will have a much

better understanding of the possibilities of the wells. We continue to evaluate other sites as well as Geprags; 3) Repairs to Lyman Meadow control building underway: roof, insulation and new entrance door

- j) **Informational Session for Rural Area Zoning** – October 28 at 7pm.
- k) **Rte 116 Committee Update** –Notes from 9/24 community forum on the project website (<http://www.hinesburg.org/route116-corridor-study>). The next steering committee meeting is on 11/6 at 6:30pm. VTrans staff has been invited, and may attend either that meeting or a separate day-time meeting that same day. Redstone has been contacted regarding setting up a meeting to discuss possible conversion of the Cheese Plant driveway and Stella Road into a public through road. The second community forum to discuss improvement options/alternatives will be on 12/4 at 7pm at the Town Office. The final study recommendations and report is expected to be complete in January 2014; however, the steering committee hopes to give the Selectboard a preview of recommendations with short term budget implications at the 12/16 Selectboard meeting.
- l) **Catch-Basin Charlotte Road** – Mike has informed me he will have the chance to turn his attention to finding a solution to the catch basin in front of the Dameron house on Charlotte Road this upcoming week.
- m) **FY2015 Budget** – Phil and I are meeting with department heads this week to review department budget requests.
- n) **Village North Sidewalk** – Held kick-off meeting on October 14th with our engineer and project manager with the State of Vermont. Received OK from property owners late last week and survey crews will be on site later this week. As of now, the schedule has construction set for Summer 2015.