



Annotated Agenda

January 20, 2014

2. Selectboard Budget Deliberations

Guests: None

Enclosures: (1) Budget Information on Webpage: <http://hinesburg.org/budget/>
(2) Memorandum from Al Barber, Fire Chief
(3) Cost estimates from consultant for Conservation Commission Green Space Plan

If we don't come out of this meeting with a set budget we're going to have to schedule another meeting during the week. No one wants to give up another weekend night so let's finish this thing.

No Official Action Anticipated (However, very clear direction necessary)

4. FY2013 Audit

Guests: (1) Don Murray, CPA, Fothergill, Seagal, & Valley
(2) Missy Ross, Hinesburg Town Clerk & Treasurer
(3) Joan, Hinesburg's financial assistant

Enclosures: (1) Draft Financials will be made available to the Selectboard over the weekend.

As of Friday, January 17th staff was still working with FS&V to finalize some last minute items on the FY2013 audit. Don Murray will attend Monday night and present the draft audit to the Selectboard. Selectboard members are encouraged to send the Town Administrator questions on the draft audit before Monday night so answers might be discovered and provided before the meeting.

The Selectboard has access to the draft financial statements on Drop Box; the completed financials will be posted to the Town website for public consumption once completed.

No Official Action. The Selectboard should plan to make a motion accepting the final audit when it is complete.

5. Recreation Path Payment – the Final Invoice

Guests: (1) Rocky Martin, Director of Buildings & Facilities

Enclosures: (1) Memorandum from Rocky Martin dated December 31, 2013
(2) Memorandum from Rocky Martin dated January 16, 2014

Please review memorandums from Buildings & Facilities Director Rocky Martin in the Selectboard packet prior to the Selectboard meeting. Three (3) actions recommended.

- 1) *Consider a motion authorizing the Town Administrator to sign Change Order #1 in the amount of \$21,271*
- 2) *Consider a Motion authorizing Pay Request #8 to SD Ireland in the amount of \$26,023 as final payment for this project*
- 3) *Consider a Motion authorizing the Town Administrator to sign Certificate of Final Completion of Work on behalf of the Hinesburg Selectboard.*

6. Planning Commission Appointment

Guests: (1) Dennis Place

Enclosures: (1) Dennis Place Application
(2) Russell Fox Application
(3) George Bedard Application (received and reviewed last year)
(4) CBC Policy & Procedures: <http://hinesburg.org/documents/cbc-appointment-and-procedure-policy.pdf>
(5) Planning Commission Webpage: <http://hinesburg.org/planningcomm.html>

Currently two (2) seats are vacant on the Planning Commission. Both Johanna White and Bob Link submitted their resignation. Known applicants are George Bedard, Glenn Place, and Russell Fox. Russell is unable to interview Monday night but will be available February 17th for an interview. While two (2) seats are open currently, the Selectboard should consider only filling one (1) seat at this meeting. Bob Link's seat just opened up recently and more time should be granted to possible applicants. Johanna White submitted her resignation before the New Year and we advertised for some time now.

Consider a Motion appointing _____ to a four (4) year term on Hinesburg's Planning Commission through January 1, 2018.

7. Discuss Town Administrator Job Description

Guests: (1) None

Enclosures: (1) TA Current Job Description
(2) TA Proposed Job Description

Review both current and proposed TA job descriptions. I think the two (2) major issues to resolve are a) do you feel that it is good organizational policy to grant the TA authority to authorize expenditures up to a certain amount (say \$5,000) without prior Selectboard approval?; b) do you feel it is good organizational policy to the TA more command over personnel decisions?

No Official Action Anticipated.

8. Consider Authorizing Funds for Economic Development Plan

Guests: (1) Joe Colangelo, Economic Development Commission
(2) Michael Bissonette, Economic Development Commission

Enclosures: (1) Draft Economic Development Goals
(2) Proposal from Yellowwood.

The Selectboard decided to table a decision on this item until tonight. I got the feeling from last week that the Selectboard was basically supportive of the proposal.

Consider a Motion Authorizing the Use of up to \$3,000 from fund balance to support the Economic Development Committee's development of an economic development plan. Funding would go in support of a community Engagement workshop that would identify key leverage points and the work would be completed by Yellowwood Associates.

8. Continue Budget Deliberations

Guests: (1) See Agenda Item #2

Enclosures: (1) See Agenda Item #2

See Agenda Item #2.

11. Town Administrator Report

1. **Richmond Road Water Line** – Rocky will attend Non Agenda Items to update the Selectboard on a waterline problem on Richmond Road.
2. **Town Water Supply** – The Selectboard needs to really solidify its plan of action on the development of new town wells. Tom Ayer brought this up last meeting. Nothing we don't know; we are near our last drop and any further development projects are on hold until more water can be pumped into the system.
3. **St. George** – Chief Koss and I met with the St. George Selectboard on January 16th to discuss the possibility of a joint-service agreement to supply St. George with a few hours per week (4 or so) of traffic enforcement. We discussed something similar a year ago with Huntington. It seemed clear during the meeting that St. George wanted to partner with Hinesburg. They have money in the proposed budget and we will wait their vote at Town Meeting before taking next steps. Chief Koss feels our department could easily handle this without sacrificing service to Hinesburg residents. Both Selectboards would need to agree and sign a contract to make it official.
4. **Lot 31** – I'm meeting with Joe Fallon tomorrow morning to review the proposed sale of Lot 31. Will aim for a possible February 17th closing date.
5. **Planning Commission** – Need applicants for February 17th Selectboard meeting for Planning Commission appointments
6. **Town Meeting Warning Drafts** – See draft in your packet. The final Town Meeting Warning will need to be completed during this week. Selectboard members will be encouraged to check their email during the week to review drafts. The Warning needs to be signed by the Selectboard on January 27th.
7. **Future Selectboard Meetings** – Would you like to have more than 2 Selectboard meetings between February 1 – April 1? If so, maybe March 10th would be a reasonable addition to the schedule. If not, it is nice to have a break from the meeting schedule; it allows for more work to be done by the Town Administrator.
8. **Highway RFQ** – We will review the Highway RFQ on Wednesday, January 29th at 9am. The goal of the meeting will be to narrow the list down to 2 – 3 firms for interviews.
9. **CCRPC UPWP** – Upon further conversation between staff, Andrea, and CCRPC staff, we will submit an application for only the highway garage project.
10. **Health Insurance** – See attached update. We're working towards a 4/1 transition into VHC now.
11. **Engineering work on Shelburne Falls Road** – See email from Jeremy Matosky and engineering study. Jeremy is working on plans that would make Shelburne Falls Road safer.
12. **Haystack Development** – Town staff met with Alex to review the proposed Haystack development plan; Alex also met with a few members of the community.
13. **CJ Hinchman** – *Please consider a Motion to lift CJ Hinchman's probationary period and grant him full employment with the Town of Hinesburg as a Wastewater/Water Operator retroactive to December 16, 2013.*