



Annotated Agenda

January 27, 2014

3. VGS Pipeline & Geprags

- Guests:**
- (1) Stephen Taylor, Vermont Gas
 - (2) Charlie Pughe, Project Manager, Vermont Gas Systems
 - (3) John Heintz, Project Manager, CHA Inc.
 - (4) Mike Flock, Pipeline Design Engineer. Northern Energy Consulting, LLC
 - (5) Josh Sky, Senior Scientist, VHB, Inc.
 - (6) Hinesburg Conservation Commission
 - (7) Hinesburg Citizens Invited

- Enclosures:** (1) A few maps provided

This is a scheduled time for citizen feedback on the proposed natural gas line through/under Geprags Park. Up to one (1) hour has been allocated. The Selectboard could ask VGS to provide a general overview of the proposed pipeline at Geprag (no longer than 10min) and then open it up to comments, and Q &A.

No Official Action Anticipated.

4. Set Warning For Town Meeting

- Guests:** None

- Enclosures:**
- (1) Draft 1 – fire department included as general government
 - (2) Draft 2 – fire department separated as own article

Two (2) rough drafts of the Town Meeting Warning is included in the Selectboard packet. Outside of a few typographical mistakes included in both drafts, the Town Administrator needs to double check with VLCT before the meeting Monday night if any of these items, besides the Election of Officials, need to be voted on by Australian ballot. A Selectboard member asked me to draft two (2) Town Meeting Warnings, one (1) including the fire & first response budget within the general government budget; the other with the fire & first response budget separated as its own article.

Consider a Motion to Approve and Sign the Town Meeting Warning for the March 3, 2014 Town Meeting.

5. Grant Agreement for Sidewalk

- Guests:**
- (1) Potentially VSC members
 - (2) Potentially HCS members

- Enclosures:**
- (1) Memorandum from Rocky Martin dated December 31, 2013
 - (2) Copy of the Contract

Potentially advocates from HCS will attend this agenda item to lobby the Selectboard hold back on signing this grant agreement because of potential safety issues associated with the crosswalk at the intersection of Silver Street and Route 116. We have talked about this issue a few times and I think everyone agrees that the crosswalk might not be ideal; however, it has been approved by VTRANS and fits within their standard regulations. It would be difficult for the Selectboard not to move forward with this agreement. If the Town decided to turn down this grant at this point, we would owe the State money for engineering completed todate. Furthermore, funds to complete the Norris sidewalk – from the 116/Silver Street intersection to the Norris condos (across from HCS's parking lot – are held in escrow and are to be released when this sidewalk project is

completed. In 2007, the HCS Board provided a letter of support for this sidewalk project and the original project would not have been funded without this support. The Town has obtained all necessary easements from property owners – a process that did take substantial effort. The Selectboard would be hard-pressed not to move forward and sign the Agreement.

Consider a Motion Authorizing the Town Administrator to Sign the AOT Standard Grant Agreement #EH0069 for the Construction of the Corridor Improvement Project for the Anticipated Project Amount of \$300,000, \$240,000 from federal grant funding sources and \$60,000 from the Town's local share funding.

6. Discuss Town Administrator Job Description

Guests: (1) None

Enclosures: (1) TA Current Job Description
(2) TA Proposed Job Description
(3) Current Personnel Policy
(4) Recommended Edits to Personnel Policy
(5) Draft procedures for best hiring practices

This will be a continuation of last week's conversation. Before the meeting the Town Administrator will provide potential language edits to the Town's personnel policy and draft procedures for hiring practices for all town positions that should be discussed in tandem with any changes to the TA job description.

No Official Action Anticipated.

7. Town Administrator Report

1. **Conflict of Interest Policy**– The Selectboard should think about adopting a Conflict of Interest policy. This should be on the to do list for post Town Meeting.
2. **Work Plan for after Town Meeting** – We should start talking about are priorities for the next Selectboard year. I will build a workplan for the Selectboard to consider adopting at its reorganizational meeting on March 10th. The workplan will be a further development of the document the Selectboard began work on at the September retreat,
3. **Lot 31** – I met with Joe Fallon and have been in contact with Kyle Bostwick. The Selectboard should plan to meet briefly in Executive Session to review the draft deed. I have scheduled a closing date of March 11, 2014; with official Selectboard action to be granted on March 10, 2014.
4. **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.
5. **CCRPC UPWP** – Alex Weinhagen, Town Planner, submitted a grant application for stormwater planning; the Town Administrator submitted a grant application for highway garage planning.
6. **Town Meeting Preparations** – The CVU auditorium has been reserved for both the Town and School meetings on March 6th. This year at CVU staff member, with familiarity of the AV systems will be at the meetings. The Selectboard should discuss how it would like to present information at the meeting.
7. **Legislative Updates** – See VLCT Legislative Updates in your Packet.
8. **Precious Metal Dealers** – See letters from VLCT and Chittenden County Police Chiefs regarding S. 308. This is a joint concern between municipal managers and law enforcement officials.
9. **Injuries at Police Academy** – Last Friday, thanks to Rep. Lippert's efforts, we held a meeting at the State House between legislators, VLCT, and the Police Academy Executive Director regarding the issue of injuries at the VT Police Academy and its impact on local law enforcement departments.