

SELECTBOARD MEETING

DRAFT

January 20, 2014

page 1 of 3

Attending the meeting; Jon Trefry, Phil Pouech, Mike Bissonette, Andrea Morgante, Tom Ayer, Joe Colangelo and attached list.

Meeting called to order at 6:00 p.m.

Selectboard Budget Deliberations

The Board continued work on reductions to the budget and proposed use of fund balance. Reductions: remove \$10,000 from dust control in the highway budget (\$40,000) will remain in that line/ Conservation Commission has \$6800 in the fund balance which can be used to fund the green space plan and result in level funding the Commission/ Fire Chief pay reduce to \$10,000 and split with EOP line. Andrea suggested working to increase volunteer opportunities within the Fire Department.

FY2013 Audit

Don Murray, CPA with Fothergill, Seagal & Valley reviewed the draft FY 2013 audit with the Board. Also discussed was the single audit.

Recreation Path Payment – the Final Invoice

The Board and Rocky discussed the change order, payment, and final payment. Rocky said there is a performance bond and in spring he will check if the work is acceptable.

Andrea wants the Town to be sure Ireland and Staff Sterling complete any outstanding items in a timely manner so the Town has ample time for the warranty period.

Phil moved the Board vote to approve authorizing the Town Administrator to sign Change Order #1 in the amount of \$21,271. Second by Mike B and approved.

Phil moved the Board vote to approve authorizing Pay Request #8 to SD Ireland in the amount of \$26,023 as final payment for this project. Second by Andrea and approved.

Phil moved the Board vote to approve authorizing the Town Administrator to sign Certificate of Final Completion of Work on behalf of the Hinesburg Selectboard. Second by Tom and approved.

Andrea added that with signing the certificate the Town Administrator get legal advice on how the Town can start to implement the performance bond.

Planning Commission Appointment

Dennis Place met with the Board regarding his application to serve on the Planning Commission.

Dennis said he feels serving on both the PC and DRB will be valuable for the insight he can bring to the DRB from his work on the PC.

Mike B moved the Board appoint Dennis Place to a four (4) year term on Hinesburg's Planning Commission through January 1, 2018. Second by Tom and approved.

Discuss Town Administrator Job Description

The Board and Joe reviewed the proposed job description. Under Duties and Responsibilities discussed was the TA hiring and firing authority. It was suggested the Board take recommendations from the TA on this. Also discussed was to have a policy regarding these actions and how it would affect the current personnel policy.

It was agreed to add back the term administrative in talking about the work the position performs.

Also in the duties list – works with SB Chair to plan and coordinate the SB annual workload.

Wastewater allocation s – the Board will revisit the policy on allocations to see how they want this task completed.

Consider Authorizing Funds for Economic Development Plan

The Board reviewed the proposal from Yellow Wood with discussion of use of the fund balance to accomplish task 1.

Phil moved the Board vote to 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. Second by Andrea and approved.

Continue Budget Deliberations

Board members continued their work on getting the budget to a level they felt they could support with the result being an increase in expenditures of 1.4%.

Town Administrator Report

1. **Richmond Road Water Line** – Rocky reported he found and repaired two leaks and the water level in the tank is recovering.
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 Joe 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. 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. The Board wanted it to be clear this is for traffic enforcement and officers will not be called out to residences.
4. **Lot 31** – Joe is 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** – The Board will meet on Feb 17th for the only meeting in Feb.
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** The Town is now working towards a 4/1 transition into VHC now.
11. **Engineering work on Shelburne Falls Road** – in the Boards packet is an 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** – Phil moved the Board vote 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. Second by Mike B and approved. CJ is currently studying for licensing exams which he can take after one year of employment.

Selectboard items;

Mike B asked the information on the costs the Town incurred associated with the Hannaford project is ready for review before being published

The Board reviewed a proposed sign for the sand pile by the Town Garage and agreed on the wording to be “personal use by Hinesburg residents only / commercial use prohibited”.

Tom asked about the bus service and funding. Andrea said Hinesburg can have discussions with Addison County towns about help with the financing.

Warrants

Phil moved the Board vote to approve the warrants, including payroll, as submitted by the Town Treasurer. Second by Mike B and approved.

Meeting adjourned at 10:15 on a motion by Mike B., second by Tom and approved.

Respectfully submitted,
Valerie Spadaccini, secretary