



Annotated Agenda

March 24, 2014

3. Old Police Station

Guests: (1) Rocky Martin, Director of Buildings & Facilities
(2) Maggie Gordon/Catherine Goldsmith, community members
(3) Laura Hoopes, HCRC

Enclosures: (1) Rocky Martin email, 3/17/14
(2) 2013/2014 Letter from HCRC to Selectboard

Still left hanging from our transition from the old police station to the new police station is the question of what to do with the old building. We all knew that this was an issue that wasn't fully vetted during the construction of the new building but the Selectboard and the community now need to decide on a solution.

Last fall, a group of citizens headed up by Maggie & Catherine began looking for ways to save the building and find an appropriate use such as a light commercial use. Maggie & Catherine will be invited to the meeting to let the Selectboard know where they are in that process. As far as we know, they have made some connections/progress and they will update you on this at the meeting. That group has an interest in preserving the building for not only its historical value but aesthetically, it fits well with the neighborhood.

Also, Laura Hoopes and Kathleen Patten (HCRC) have toured the facility with Chief Koss this winter and believe it could be used for a thrift store for the HCRC. Laura has been invited to the meeting to further discuss this possibility and her letter is attached.

Rocky Martin's email is included in the packet as well, Hinesburg's Director of Buildings & Facilities. Along with the photos he articulates the poor condition that the building is in.

While Town Hall is supportive of any and all ideas to reuse the building, the fact of the matter is that unless a new use can be fully developed and implemented by October, at the latest, the reality is the building will probably have to be removed because we don't have the resources (both financial & personnel) to keep the building going for another winter. To make matters more challenging, it would be difficult to find a new use for that building at this time because it is questionable that we would receive a permit for water from the State. Therefore even if a promising new use was in place by October, it is highly likely that the building would not receive its state water permit.

Rocky thinks that this would be an outstanding opportunity for the community to salvage many of the useable parts of the building for a future use and also allow the Fire Department to practice a controlled residential burn with the remaining parts of the structure as a way to decommission the building and still benefit the community as a whole.

While the Selectboard isn't required to make a final decision on Monday night, it needs to, at the very least, understand that a final decision will need to be made relatively soon – probably by Labor Day.

No official action anticipated

4. Town Administrator Search Committee

Guests: None

Enclosures: (1) link to employment page: <http://hinesburg.org/employment.html>

On March 10th, the Selectboard signified that they wanted to form a Search Committee for the new Town Administrator, much like they did three years ago. This search committee will include Town staff, 2 Selectboard members and a number of residents at large. We have advertised on Front Porch Forum, reached out specifically to certain individuals, Town staff members and put it in the Weekly Update. As of this writing, we have 4 Town staff, 5 residents and 1 SB member. Staff: Renae Marshall, Missy Ross, Frank Koss & Marie Gardner. Residents: Ann Janda, Dawn Francis (Colchester Town Manager), Bob Rusten (Burlington Chief Administrative Officer), Mary Hurlie, Aaron Kimball. Selectboard: Mike Bissonette

The number of committee members and the make-up of those members is the purview of the Selectboard. The Town Administrator's position is the more the better. Everyone that has expressed interest would be extremely helpful in this process and there is no reason not to appoint everyone that has thrown their name into the hat.

The Selectboard should make clear to the committee what the expectations are and what the deliverables need to be. They will need to allow the Search Committee the flexibility to reach those deliverables in its own way.

Consider a Motion appointing Renae Marshall, Missy Ross, Chief Koss, Marie Gardner, Ann Janda, Dawn Francis, Bob Rusten, Mary Hurlie, Aaron Kimball, Mike Bissonette, and _____ (Selectboard Member), appoint Renae Marshall Chair of the committee and charge the committee with properly vetting all applicants with the goal of presenting to the entire Selectboard three finalists for Selectboard consideration by June 1st. The Selectboard understands that the process and timeline may deviate and will allow the committee to modify accordingly.

5. Village North Sidewalk

Guests: (1) Doug Henson, Lamoureau & Dickinson

Enclosures: (1) email from Doug Henson
(2) 4 attached designs

Doug Henson has two design alternatives for the Selectboard to consider regarding the alignment of the Village North Sidewalk. One design option is closer to Route 116 and the other is farther away. We need to provide Doug with direction as to which option the Selectboard prefers. The current proposal is for a 5' wide concrete sidewalk the south of the brook which would still be approximately 20' off of the edge of Route 116, but at the south end of the guardrail, would swing toward 116 and then run approximately 5' off of the edge of 116 to the end. The length of the bridge would be reduced to 35'. The reasoning behind this design is to avoid the three existing poles south of the brook, and to minimize the wetland impacts in NRG's meadow.

Doug will be at the meeting and will give the Selectboard a brief update regarding the status of the project and his recommendation.

Consider a Motion stating the Selectboard's support for the new alignment which positions the sidewalk closer to Route 116 and directs its project engineer to finalize those plans.

6. MOU with Fellowship of the Wheel

Guests: (1) Mike Potvin
(2) Other Town Forest Committee Members
(3) Steve Fischer, Fellowship of the Wheel

Enclosures: (1) Draft MOU between Town Forest Committee & the Fellowship of the Wheel

The Town Forest Committee has been working with the Fellowship of the Wheel on a draft MOU - please review the attached document. Best practice is for a Selectboard advisory committee such as the Town Forest Committee to advise the Selectboard prior to signing any agreements with an outside organization. Upon discussion with the Town Forest Committee, and if the Selectboard feels so inclined, we could allow a representative from the Town Forest Committee to sign this Memorandum of Understanding.

Consider a Motion to authorize Steve Russell, Chairman of the Town Forest Committee, to sign the MOU between the Town of Hinesburg and the Fellowship of the Wheel.

7. Public Hearing – Champlain Housing Trust – Green Street

Guests: (1) Amy D., Champlain Housing Trust
(2) Matt Moore, Housing Vermont
(3) Rocky Martin, Buildings & Facilities Director

Enclosures: (1) Champlain Housing Trust Application
(2) VHFA Tax Credit Letter
(3) Resolution for VCDP Grant Application
(3) Correspondence from Rocky Martin, Director of Buildings & Facilities
(4) Correspondence from Alex Weinhausen, Director of Planning & Zoning

This public hearing is specifically to consider whether or not the Town of Hinesburg will apply for a Vermont Community Development Partnership/Community Development Block Grant on behalf of Champlain Housing Trust. A number of months ago, the Selectboard approved the Town of Hinesburg's application on behalf of CHT for a similar project at Hinesburg Center (behind Kinney Drugs). CHT has decided not to pursue a project at that original site and has now turned its attention to developing an affordable housing project at Green Street.

It should be made clear that the Selectboard's authorization to apply for this grant by no means signifies final approval of this project. CHT will need to capture all necessary local and state permits. The DRB will not in any way be swayed just because the SB has agreed to apply for this grant. Furthermore, the SB at a later date, if the grant is awarded, will have the ability to either accept or not accept the grant funds.

First, Jon Trefry should call the public meeting to order and ask Amy & Matt to present the project to the Selectboard and solicit comments from the public and the Selectboard.

Jon Trefry should close the public meeting.

Consider a Motion to have the Selectboard sign the Resolution for a Vermont Community Development Program Grant for the Champlain Housing Trust/Housing Vermont proposed project at Green Street for the April 8th grant deadline.

8. Update to Town Personnel Policy

Guests: None

Enclosures: (1) Personnel Policy with Edits

On March 17, the Selectboard worked on updating the personnel policy along with approved updates to the Town Administrator's Job Description. The Board wanted clarification from Scott Cameron on some of these proposed changes. The Town Administrator will reach out to Scott Cameron prior to Monday's meeting.

Consider a Motion to approve updates to the Town of Hinesburg's Personnel Policy.

9. Town Administrator's Report

1. **Interim Town Administrator Transition** – As of this past Wednesday, Renae has moved into the Town Administrator's office. Joe & Renae are working to make this transition over the past few days. We have tried to reach out to everyone we interact with to let them know that Renae will be the new contact.
2. **Freda Powers** – Freda began filling in for Renae last week and will continue to do so during the transition period until a new Town Administrator has been hired.
3. **Samuel Hines** – Sam began his employment with the Highway Department on March 10th.
4. **Lot 31** – See final deeds and related documents in your packet.
5. **Bissonette Recreation Fields** – Renae & Joe are meeting with Roger Kohn on Monday morning to review final Deed language. We may update the Selectboard at the meeting on Monday evening.
6. **AT&T Towers** – See email from Alex Weinhagen in the Selectboard Packet
7. **Well Development Update** – Renae will update the Selectboard on Monday night as of the progress of the Well Development work to date.
8. **VT Gas Systems Negotiation** – One of the purposes of going into Executive session will be for the SB to review the counter proposal from VT Gas for the Geprag's Park Easement. This counter proposal is in response to the SB's counter proposal from their original proposal.
9. **Employee Health Insurance Issues** – Town employees who are purchasing health insurance through the Town of Hinesburg will start their new Vermont Health Connect plans on April 1st. VHC is still not ready to process payments so we will be working directly with Blue Cross/Blue Shield still.
10. **Appoint Marie Gardner as an Assessor** – Now that the voters have authorized the elimination of the Office of Lister and to replace it with a professionally qualified assessor, the Selectboard must now appoint an Assessor.

Consider a Motion to appoint Marie Gardner as an Assessor for the Town of Hinesburg.

11. **Committee/Commission/Board Fair** – Frank Twarog sent the SB and email regarding a volunteer fair and Renae will work with Frank on putting that together.
12. **Aubuchon Follow-up** – After last Monday's meeting, Joe & Renae spoke with Peter & Alex regarding the comments made during open session about the Aubuchon zoning conditions. The Selectboard has the right and professional obligation to ask any of its staff members for clarification on how they may have arrived at a decision on any matter in open session. However, critique of any decision isn't recommended in open session. Selectboard members are encouraged to speak to any employee at any time and we encourage you to do so. Peter Erb is willing to attend any Selectboard meeting to discuss any of his decisions, if asked.
13. **Liquor Licenses** – We have two additional Liquor License requests that were submitted after the last meeting that need Selectboard approval and signatures.
14. **Exiting Town Administrator's final thoughts** – See attached memo.