



Annotated Agenda

April 21, 2014

3. Route 116 Corridor Study

Guests: (1) Lucy Gibson, project consultant: Dubois & King
(2) Christine Forde, project manager: CCRPC

Enclosures: (1) DRAFT Corridor Plan – Executive Summary
(2) DRAFT Corridor Plan – Full Report

Draft Report: Lucy Gibson (project consultant; Dubois & King) and Christine Forde (project manager; CCRPC) will review the draft report for the Route 116 Corridor Study with special attention given to the study conclusions and recommendations. They are looking for feedback from the Selectboard (and others who attend the meeting) on the recommendations so that the report can be finalized. Are there recommendations missing, should some be eliminated, which recommendations are the Town's highest priorities? No formal action/motion is necessary, just discussion and feedback. Once the report is finalized and distributed, the Selectboard may want to consider discussing specific implementation projects at a future meeting.

No official action anticipated

4. Leavensworth Road Culvert Issues –

Guests: (1) Paul List

Enclosures: (1) Vermont Agency of Natural Resources Flood Plain Management Maps
(2) Elevation Maps
(3) Flood soils map

Paul List will again be present to discuss his request that the Town install additional culverts under Leavensworth Road as a potential way to alleviate the flooding that occurs in the fields that he currently leases. We have received maps related to the flood plain, elevation maps and flood soils maps for the purpose of this discussion. The purpose of this meeting will be to discuss this issue and hopefully come to a consensus as to what, if any, action would be most appropriate with consideration for any impact that could potentially happen as a result.

5. Summer Paving Schedule/Charlotte Road – Rt. 116 Storm Drain Issues

Mike Anthony, Highway Foreman, will be present at Monday's meeting to discuss the summer paving schedule. As you may recall Richmond Road Phase 2 and Charlotte Road Phase 1 are on tap for this summer's paving projects. Mike will also update you on the recent issues regarding the concrete piping along Charlotte road (in front of George Dameron's house) that is failing and the road is falling in around it). The storm drain system on Route 116 has 3-4 catch basins that are piped across 116 and then are piped down along the Hinesburg/Charlotte Road. Mike was in contact with the State in hopes that they would be kicking in funding to fix the problem since the 400 feet of piping was owned by them. The State informed him on Friday that apparently back in 2012, perhaps during that sidewalk project, the Town took over ownership of the piping along Charlotte road – all 400 ft. He is continuing to work with them in hopes of getting assistance for this as it will be a considerable expense for the Town. I expect he will have more information to share at Monday's meeting.

6. Organizational Cultural Analysis & Intervention Q & A

Guests: (1) Ann Janda

Enclosures: (1) Organizational Cultural Analysis – Hinesburg Town Hall
(2) Organizational Cultural Intervention – Hinesburg Town Hall

Ann Janda, Hinesburg resident and University of Vermont Master of Public Administration (MPA) student, has written an organizational cultural analysis, using Hinesburg Town Hall as her study, for her MPA class. The project's purpose was to gain insight into the culture of an organization in order to identify areas that are working well and areas that may need adjustment as supported by social science and best practice literature. Ann will be present to answer questions from the Selectboard, staff, and the public related to this work. Please take the time to review each of her reports. They will complement nicely to the discussion of the exit interview with Joe and the combination of these discussions will be timely information as we begin the search for a new Town Administrator.

7. Town Administrator Exit Interview Discussion

Guests: (1) Ken Brown
(2) Deb Howard

Ken Brown & Deb Howard performed the exit interview with Joe Colangelo prior to his departure to the Town of Shelburne. Both Ken & Deb will be present to discuss a general summary of that interview.

8. Town Administrator Report

1. **Public Safety Facility** – Since the last Selectboard meeting, I have been working with Frank Koss and Al Barber to find out how much, if any, is remaining from the total contract amount with Millbrook Building & Remodeling, Inc. in order to determine where funding should come from to cover the cost of the additional expenses to complete the final landscaping of the Police station, engineering of the connector, and HVAC screening that is necessary for the Fire Station. It looks like there is a contingency remaining that could cover the majority of the final landscaping costs. This piece will need to be taken care of in order to be compliant with the DRB Decision and the Conditional CO that was issued.

2. **2013 Bridge Inspection Summary Reports** – Included in your packet is a copy of the 2013 Bridge Inspection Summary Reports. As required by the Federal Surface Transportation Act of 1978, all bridges exceeding 20 feet in span length are inspected on a 24-month cycle. A two-member team performs these inspections, with at least one member specially trained for this work. The Agency of Transportation provides these inspections as a service to the municipalities with the cost split between the Federal government (80%) and the State (20%). I have forwarded a copy of this report to our Highway Foreman, Mike Anthony as well. The Selectboard needs to sign this acknowledging that this report has been received, reviewed, and shared with those individuals charged with the preventative and routine maintenance of the structures and I will send it back to the State, as required.
3. **State Water Revolving Loan (SRF) Application** – Rocky asked me to give you a head's up regarding a SRF loan application that he will be submitting at the May 5th SB meeting for the costs associated with the water source planning.