

SELECTBOARD MEETING

April 21, 2014

page 1 of 4

DRAFT

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

Jon called the meeting to order at 7:00 p.m.

Route 116 Corridor Study

Andrea who is a member of the Hinesburg Steering Committee for the corridor study introduced Christine Forde, project manager at CCRPC, and Sai Sarepalli, staff member of CCRPC, and Lucy Gibson, project consultant from Dubois & King for the corridor study.

Lucy reviewed the draft report noting the study area was from Buck Hill Rd South to CVU Rd. The objectives of the plan are to define a vision for the future of Rte 116 / consider how to balance Rte 116 as a Main St and regional commuter route / define strategies and plans that will support the vision of the Village Growth Area and to address transportation and land use problems.

Recommended projects included; intersection project at Rte 116, CVU and Shelburne Falls roads / signal phasing change and sidewalk relocation at Rte 116, Charlotte Rd. / sidewalk from Charlotte Rd to HCS and sidewalk from Commerce St to Riggs Rd.

Discussed was the issue of the Town taking over Rte 116. Lucy said after State funding she estimates a gap of \$3,000 cost to the Town to maintain Rte 116.

Phil said he likes the traffic calming and ability to put more crosswalks in along with gateway features to slow traffic.

Jon said it seems as if just one signal failure could be very costly and asked what the level of the Town's responsibility is for the signals and where does 'maintenance' end.

Andrea noted a plus to taking over the road would be the Town's ability to plant the trees in Memorial Park as planned. She asked about Federal funds received and the requirements attached. Lucy said the Town would be subject to federal requirements and might be better off to do projects by the Town to avoid those requirements.

Phil asked about information from other towns who have taken over State Highways.

Lucy said only 1 town has done this – Essex Jct – which actually just expanded the area they control.

Andrea asked about Bristol.

Lucy said she only is aware of towns in Chittenden County.

Phil asked Lucy to provide a list of towns including Addison Cty.

Christine Forde noted that while CCRPC wants to complete the report, this does not preclude conversation and additions to the report and Board members are encouraged to bring issues to the consultant to research.

Leavensworth Road Culvert Issues –

Paul List was again 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. Paul again referred to the fact that the report on the LaPlatte Corridor Plan states the bridge is undersized. He would like to see the water be able to move past the road by any means to accomplish that.

Mike Anthony said when the road washes out there is water built up on both sides of the road.

Andrea said she does believe the report is saying we should be moving water faster. The flood plain maps show that the area has always been flood plain regardless of the bridge.

Mike B asked how old the road is. Mike A said before he was road foreman. Mike B responded that then the bridge has been small forever.

Jon said the Town can't just do culvert work without looking at all the impacts.

Andrea added a hydrology study is needed.

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

Mike Anthony discussed the summer paving schedule with the Board. He plans to do ditching on Richmond Rd end of May beginning of June.

Richmond Road Phase 2 and Charlotte Road Phase 1 are on tap for this summer's paving projects.

Mike updated the Board on 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.

Mike A will be contracting this project out.

Phil suggested either using a camera to see what work is needed or going step by step when doing the project.

Andrea said this is an opportunity to improve the ditch when the work is done.

George Dameron added that by the catch basin by his house, even before the new one which is working better, has a sinkhole forming. George also asked if it is possible to contact Rep Bill Lippert to see if Hinesburg can get help from the State on this.

Organizational Cultural Analysis & Intervention Q & A

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 noted that all organizations as they strive to survive form a culture that can be beneficial but may not be ideal.

Ann found within Hinesburg staff a strong theme, or norms of behavior, the importance to give high quality customer service and all staff have high public service motivation.

Areas of challenge were work load / need for succession planning / how to best deal with the growth in Town .

Phil asked Ann how she selected who to interview. Ann said while she only needed three interviews she invited 9 from a list given her by the Town Administrator to be interviewed and 8 responded and were interviewed. Phil noted that perhaps working from a list given her, it did not give a broad range. Ann felt that with 8 of the 12 staff interviewed it accomplished that.

Andrea said from a strategic planning point there is a need to look at the fact that there is more work along with the need to maintain personal communication.

Town Administrator Exit Interview Discussion

Ken Brown & Deb Howard performed the exit interview with Joe Colangelo prior to his departure to the Town of Shelburne.

Ken said Joe stated he felt the past three years were important for him and the Town. He did note that at times he felt undermined by the Selectboard in dealing with personnel issues which made it difficult for him to accomplish some things. Ken said Joe noted that new TA job description would help in this area. Deb concurred with Ken and gave Board members some information on structure of organizations for the Board to review.

Mike B moved the Board go into executive session, including Ken and Deb, for discussion of personnel issues. Second by Tom and approved.

Mike B moved the Board come out of executive session, second by Tom and approved.

Town Administrator Report

Public Safety Facility – Since the last Selectboard meeting, Renae has 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 Conditional CO that was issued.

Phil asked if the Town has a proposal for the work. Renae said it was in the last SB packet.

Andrea noted the need to know what all the permitting needs are.

The Board asked for a list of work remaining with associated costs and if that includes application and permitting. If not what are those costs.

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%). A copy of this report was forwarded 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.

Mike A said he reviewed the report and there are no issues with it.

Andrea moved the Board vote to accept the State Bridge Report for 2013. Second by Mike B and approved.

State Water Revolving Loan (SRF) Application – Rocky asked Renae to give the SB 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.

CCTA – Karla Munson informed the SB of actions CCTA will be taking as a result of the driver strike.

Selectboard Items:

Phil updated the Board on the TA search. All apps and resume's came in by last Friday and so now the process to narrow them down will begin.

Tom asked if Renae had checked with Rocky regarding the location of the utility pole with the new proposed sidewalk. Renae said she did and Rocky said there is no problem with placement.

Minutes:

Phil moved the Board vote to approve the minutes of March 24 as amended. Second by Andrea and approved.

Phil moved the Board vote to approve the minutes of April 7 as amended. Second by Mike B and approved.

Mike B moved the Board go into executive session, including Renae, Mike Anthony, and Dave Crawford, for discussion regarding the Town health plan / personnel issue / and update on union negotiations. Second by Tom and approved.

Jon moved the Board come out of executive session, second by Mike B and approved.

Andrea moved the Board vote to give Josh Martell a wage increase of \$2.00 / hour in recognition of taking on greater responsibilities and for learning new skills. This wage increase will take effect Thursday, April 24th contingent on review with the Union representative. Second by Mike B and approved.

Warrants:

Jon moved the Board vote to approve the warrants, including payroll, as submitted by the Town Treasurer. Second by Andrea and approved.

Jon moved to adjourn at 11:05 p.m.

Respectfully submitted,
Valerie Spadaccini, secretary