

## SELECTBOARD MEETING

MAY 5, 2014

page 1 of 4

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

Meeting called to order at 7:00 p.m.

Jon read a letter the Board received from Hinesburg residents thanking the highway crew for the good work done over the winter and mud season in keeping up the roads and roadside clean up done in addition to regular duties.

### **CSWD Representative Reappointments**

The terms for our representative and alternate member, representing Hinesburg on the Chittenden Solid Waste District Board of Commissioners, ends May 31, 2014. Our current Board Representative is Lynn Gardner. Our current Board Alternate is Doug Taff. Both Lynn and Doug have agreed to continue representing Hinesburg on this Board for another two year term.

Phil moved the Board vote to reappoint Lynn Gardner as a Board Representative for a two year term, ending May 31, 2016, and reappoint Doug Taff as a Board Alternate for a two year term, ending May 31, 2016. Second by Mike B and approved.

### **CSWD FY15 Proposed Budget Presentation –**

Tom Moreau, CSWD General Manager, presented the CSWD FY2015 Proposed Budget. According to Section 4(b) of the CSWD Charter, within 45 days of the approval of the budget by the CSWD Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. The CSWD Board of Commissioners approved sending this proposed budget to member towns on April 23, 2014. The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) Each member municipality may choose to approve or disapprove the budget prior to June 6, 2014.

Tom M pointed out that expenses are up 4.3% and revenue is up 7.3%. Increase in expenses is partly due to the handling of compost again.

Jon asked about the elimination of funding for the tire and appliance round up. Tom said he will bring back to the Board the fact that Hinesburg is interested in bringing back the program.

Tom Ayer asked about the collection of organics. Tom M said he feels homeowners will do it but the difficult piece will be the collectors.

Phil asked if there is funding in the budget for the transfer station in Hinesburg. Tom M said there is nothing specific in the budget but it is within his discretion to spend funds in the \$5,000 to \$10,000 range and could be done for those associated costs.

Phil moved the Board vote to approve the CSWD FY15 Budget Proposal as presented. Second by Mike B and approved.

**CBC Interviews**

The Planning Commission currently has one (1) vacant seat available. Grace Ciffo will be resigning from her seat, due to new job obligations, as soon as we are able to find a replacement. This vacancy has been advertised during the entire month of April with the deadline for all applications to be received by April 30, 2014. Neal Leitner would again like to be considered for this latest seat on the Hinesburg Planning Commission. Neal is a Hinesburg resident and currently serves as the Zoning Administrator for the Town of Richmond. He was among the list of applicants for the previous open seat on the PC during the interviews on February 17<sup>th</sup>.

Mike B moved the Board vote to appoint Neal Leitner to the Planning Commission to finish out a term that expires on January 1, 2017. Second by Andrea and approved.

Jon thanked Grace for her work on the Planning Commission.

**Vehicle Leasing Proposal**

At the Selectboard meeting on January 6, 2014 (see 01/06/14 meeting packet – Agenda item #9) the Selectboard authorized a lease purchase of two (2) new Ford Interceptors and two (2) video cameras utilizing a three (3) year lease purchase financing plan. The approved capital budget for FY14 (current fiscal year) calls for the replacement of these vehicles with the new three (3) year lease payments starting in FY15. This will keep the Town on track with a six (6) year replacement schedule for Police Department cruisers.

The Water/Wastewater pickup truck is also scheduled to be replaced during this current year (FY14). Currently there are two (2) pick-up trucks utilized by the Water/Wastewater personnel – a 2003 Ford F-250 and a 2005 Ford Ranger. For the past year, we have been planning on replacing the Ranger as it is in very poor condition. Ford no longer makes a small pick-up like the Ranger, neither does Chevrolet or Dodge. After receiving quotes on a Ford F-150 half ton and a Chevy Silverado 1500 half ton pick-up, the recommendation from Rocky Martin, Buildings & Facilities Director is to purchase the Ford F-150.

By combining all 3 of these vehicles, we will exceed the \$100,000 threshold which will qualify us for a lower interest rate. The first payment for all three vehicles of \$41,742.44 will be due July 1, 2015.

Mike B moved the Board vote to authorize the lease purchase of Two (2) 2015 Ford Interceptors and necessary equipment for the Police Department as well as a 2014 F-150 Regular Cab 4x4 for the Water/Wastewater Department. Second by Tom and approved.

**State Water Revolving Loan Fund (SRF) Application**

The Town of Hinesburg staff has been working diligently to identify a new water supply source to provide additional capacity for the system. To date Aldrich & Elliot has assisted the Town in reviewing and exploring potential well sites. This has resulted in the identification of a potential well site in the Shelburne Falls Road area. Two test wells have been drilled at this site and the next steps are to drill the wells and, if they are deemed adequate, develop them into production wells. This next step requires significant expenditures which are estimated around \$200,000.

At this point it is recommended that the Town pursue a State of Vermont Drinking Water State Revolving Fund (DWSRF) planning loan to assist in funding the costs for these next steps which will include a 5 day pump test and monitoring surrounding private wells. Rocky plans to buy the well pump which will eventually be needed and use it for the pump test. Also included is survey and site planning, application and reports to the State and preliminary engineering.

Mike B moved the Board vote to approve the submission of the DWSRF Planning Loan application. Second by Andrea and approved.

**W/WW FY 15 Budget**

This was a first look at the proposed budget with Rocky and the Board.

Rocky said he does not have any big projects planned in water or wastewater and is hoping to keep the rates level. WW will now need to do sludge removal every year.

Andrea noted the W and WW bills do not provide easily understood information. Rocky said he is aware of that but to change the bill is costly. It was suggested that a flyer be included with the bill once a year explaining the rates and how the costs are calculated. This information could also be put on the Town web site.

Rena noted there is the need to look at adjustment to the salary percentage for Rocky that is allocated to W and WW.

The Board addressed a possible rate increase to provide for a reserve fund. Jon asked for the figures that would reflect Rocky's salary allocation and a reserve fund.

**Quinn Well Line Disconnection**

One of the conditions of our Water System Permit to Operate issued 1/30/14 was to properly abandon Well 2, the well located on Quinn property on the east side of Mechanicsville Rd. This well has not been used since 1999 and accordingly must be abandoned per Water Supply Rules. The Department of Environmental Conservation, Drinking Water and Groundwater Protection Division staff, has indicated this condition will be satisfied if we disconnect the supply line from the well where it ties into the 6 inch main line along Mechanicsville Rd. This will involve excavating along the east side of Mechanicsville Rd near Hawk Lane. This work will be done by May 15 to satisfy the requirements of our permit.

**Town Administrator Report**

**Audit Quote** – Due to the fact that we are currently in a transition period until we have hired the next Town Administrator, Missy Ross (Town Clerk & Treasurer) has suggested we continue with Fothergill, Segale, and Valley for another year, if the Selectboard approves the quote that is included in their packet. During the FY13-14 audit, we paid them a total of \$19,250.00 which included a single audit. Their current proposal is for \$20,250.00 (including single audit), or an increase of \$1000.00.

Jon noted that the Selectboard has been looking for the audit to go out for bid for a few years. With the circumstances this year he is willing to go along with the recommendation this year and make sure it is put out for bid before the next audit is needed.

Mike B moved the Board vote to approve & sign the terms of engagement as outlined in the letter from Fothergill, Segale & Valley, and dated April 28, 2014 for the FY 13-14 audit. Second by Phil and approved.

**Public Safety Facility** – Since the last Selectboard meeting Rena 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.

After meeting with Frank Koss (Police Chief), Al Barber(Fire Chief), Ashar Nelson (Vermont Integrated Architecture), Tom Barden (Clerk of the Works), and Dave Pratt (Millbrook Building & Remodeling), Renae determined that there will be enough left in the Police Station budget to cover all of the final landscaping costs with the exception of \$400+. Now the only remaining items that were not included in the original budgeted amount will be the engineering of the connector & the additional HVAC screening. All costs have been included and there should be no additional permitting costs or anything else associated with the Police station that has not been accounted for.

**Selectboard Items**

The Board discussed changing the meeting schedule for the summer months and agreed to the following; June / Wednesday the 4<sup>th</sup> at 7:30 p.m. and Thursday the 19 at 7:00 p.m.

July / Thursday the 10<sup>th</sup> and 24<sup>th</sup> at 7:00 p.m.

August / Thursday the 7<sup>th</sup> and 21<sup>st</sup> at 7:00 p.m.

Phil reported that Green Up Day went well and acknowledged the Highway Crew, Rocky and Missy. The Town Administrator search committee will be notifying candidates and start phone interviews in the next couple of weeks.

Tom said regarding the Pay it Forward grant program they are still looking to hear from senior citizens who are in need of help and have only one request so far.

Andrea noted the CVU Road intersection project has been delayed again.

**Warrants**

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

**Minutes**

Phil moved the Board vote to approve the minutes of 4/21 as amended. Second by Mike B and approved.

Mike B moved the Board go into executive for personnel and contract related items / health care benefits / union contract negotiations and a legal matter with a resident. Included in the meeting will be Renae, Bud Allen, and Dave Crawford. Second by Tom and approved.

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

Respectfully submitted,  
Valerie Spadaccini, secretary