

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

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

Cathedral Square/Housing Vermont – Kelley’s Field

Jon opened the Public Hearing to consider whether or not the Town of Hinesburg will apply for a Vermont Community Development Partnership (VCDP) Implementation Grant on behalf of Cathedral Square.

Kathy Beyer, of Housing Vermont, explained that Cathedral Square and Housing Vermont together are planning to re-develop this centrally located affordable senior housing development. Kelley's Field was built in 1979 and is in need of energy efficiency, capital improvements, and improved accessibility. The VCDP request will help to fund the rehabilitation work which includes: new roof, new gas boilers (fuel switch from oil), new windows, attic insulation, two apartments to be made handicapped accessible, new exterior insulation and siding, improvement of drainage, new accessible entrance to community room, updated kitchens and bathrooms, energy efficient lighting. All apartments currently have Section 8 rental assistance which will continue to maintain its affordability. The proposal is to apply for \$475,000 in VCDP Funds which will be used to accomplish the following activities; The Town will loan Vermont Community Development Program funds to Kelley’s Field Limited Partnership to complete the renovation.

Cindy Reid, of Cathedral Square went on to explain a program called SASH (Support And Services at Home) that will be available to the residents of Kelly’s Field as well as Medicare eligible community members, there are 50 available spots for services. SASH support will provide full assessment of individuals to see what their needs are to help them remain at home.

Jon asked if a single audit for the Town will be required as a result of the grant.

Kathy said not for just this grant, the amount is cumulative so with other grants the Town receives it is probable. Kathy said they will set aside from grant funds money to reimburse the Town for legal costs, staff services at an hourly rate, and cost for the audit. She said \$5,000 usually covers all costs.

Rocky noted the Affordable Housing Committee fully supports the project.

Andrea asked about residents having to move out.

Cindy said only two apartments are being made fully ADA accessible and Cathedral Square covers costs of moving and relocation. It is expected relocation will be needed for about a month.

Tom asked about the risk to the Town as this is a loan.

Kathy said the grant agreement has numerous Federal requirements and HV signs that they are responsible for all of those. Kathy said in the past they have had small audit findings but no mismanagement of funds.

Jon closed the Public Hearing.

Andrea moved the Board vote to sign the Resolution for a Vermont Community Development Program Grant for a Cathedral Square/Housing Vermont proposed rehabilitation project at Kelley’s Field. The amount of the loan to be \$475,000. Second by Mike B and approved.

Fire Department Proposed Additions –

As part of the planning for the public safety facility, a design direction for the project was provided in the fall of 2012, and the project has largely stuck to that design. They have developed a pretty clear budget for the project as it stands now, which was shared with the Selectboard at the May 19th meeting. At that meeting, Selectboard members asked Al to return with plans to go along with the proposed budget.

Ashar Nelson, of Vermont Integrated Architecture, shared site plans as well as a history of the Public Safety Facility work and plans to date.

Al said the design for the Fire Dept was paid for by impact fees and a portion of the bond for the Public Safety Facility.

Jon asked now that the Town has a design and budget the next step is the question of how to get to point where the Town has the funding.

Al said the Fire Dept plans to do fundraising but obviously will need help.

Tom asked in regards to the overall design is it possible to save costs by building the apparatus bay first which could double as training space for now.

Ashar said there is no big cost saving to do that as there is structural work needed to be done to the roof if that is done.

Jon asked about grant funds and Al said there is not much available and most grants are for personnel.

Andrea asked about the possibility of different levels citizens can participate in to support the FD.

Al said they currently have 3 cadets from CVU.

Margery Sharp asked Al if members of the Hinesburg FD still go to Addison County for training and have they thought of hosting a training in Hinesburg and charging for it.

Al replied some members go and it is very tricky to host one.

Hinesburg Sidewalk Scoping Study – Local Match Agreement

The Board is looking at a Local Match Agreement that we received from the Chittenden County Regional Planning Commission for Sidewalk Scoping Study in Hinesburg. The Town submitted a project request form earlier this year for a feasibility study of key future sidewalk segments. We identified seven future sidewalk segments within the Village Growth Area that require a feasibility study. By signing this agreement, the Town agrees to pay the CCRPC the funds required to match the FHWA PL funds not to exceed \$4,568. The Town portion will be billed monthly based on the total consultant invoice for that month.

Alex responded to questions the Board had regarding certain potential sidewalk segments stating the work has begun on the feasibility study for the identified segments. He also noted that a feasibility study has been completed for the east side of Rte 116 between Mechanicsville Rd and Commerce St which was one segment questioned. Not on the Town's to do list at this time is the sidewalk segment on the west side of Rte116. The segment questioned on Commerce St does not need a study.

Andrea moved the Board vote to approve and sign the original and one copy of the Agreement between the Town of Hinesburg and the Chittenden County Regional Planning Commission (CCRPC) to provide a 20% match for the Hinesburg Sidewalk Scoping Study not to exceed the amount of \$4,568 paid to the CCRPC. Second by Mike B.

Tom asked where the \$4,500 is in the budget to pay for this. Renae said it will come from Planning Commission Special Projects.

Motion voted and approved.

Wastewater Rates/Allocation Fees

At the last meeting the Board reviewed the proposed Water budget for FY15 in the amount of \$360,614, including half of Shared Expenses. This does NOT include any expenses for new well and connection; these expenses will be covered through an SRF loan program. The recommendation is to leave water rates as they are now, \$72.00 per unit per quarter and \$0.035 per cubic ft. usage about 500 cubic ft. per quarter. In the Selectboard packet is a water rate comparison with a few nearby communities. It is tough to compare our rates to Burlington or other communities within the Champlain Water District.

As proposed, the Wastewater budget for FY15 would be \$302,960 including half of shared Expenses. This represents a 7% budget increase over FY14. The recommendation is to increase the Wastewater quarterly base fee by \$8.09 per unit to collect the necessary revenue. Proposed Wastewater rates: \$80.59/unit/quarter plus \$0.027 per cubic ft. usage. Also included in the SB packet is a Wastewater rate comparison for a few communities. Including the proposed increase for FY15, Hinesburg Wastewater rates are right in the middle of the pack of the communities listed.

Rocky responded to the Board's question about the cost of alum used at the ww plant. In 2007 the price delivered in 5000 gal bulk was \$0.826 per gallon. Jan 2010 to present the price is \$1.15 per gallon. Since the upgrade we are using 20-25 which is approximately 10 gallons less per day.

Mike B moved the Board vote to approve setting Wastewater Rates, effective July 1, 2014, at \$80.59 per unit, per quarter and \$0.027 per cubic foot of usage; Unmetered Rates to be \$120.59 per unit per quarter. Second by Tom and approved.

In addition, we currently have three (3) Wastewater Allocations that are set to expire June 30, 2014. Wastewater Allocations are granted for 3 years and our ordinance says they can be renewed or extended by Selectboard for up to another 3 year period. Rocky sent letters to the allocation holders; all responded that they wanted to renew their allocation. Rocky advised all three are active projects.

Tom moved the Board vote to approve renewal of three (3) Wastewater Allocations to Green Street LLC, Hinesburg Hillside/Thistle Hill and South Farm Homes, as outlined in the memo from Rocky Martin, dated June 16, 2014. Second by Andrea and approved.

Per the Wastewater Allocation Ordinance, every year we take a look at available capacity in the wastewater treatment plant and apply reserve capacity to three different categories - Residential, Enterprise/Commercial and Institutional. The treatment plant is permitted for 250,000 gallons per day; from that we subtract last year's average flow to determine what's left over or reserve. From the reserve we subtract allocations that are still out there to get uncommitted reserve and that is divided up between the three different categories according to the formula in the ordinance.

Andrea moved the Board vote to approve Uncommitted Wastewater Reserve Capacity Report for FY2014/2015 as prepared by Rocky Martin, dated 6/17/2014; Uncommitted Reserve Capacity of 78,440 gallons per day (gpd) apportioned to the following separate categories:

Institutional Reserve	5,000 gpd
Saputo Reserve	10,000 gpd
Existing Village Core Reserve	5,000 gpd
Residential	40,908 gpd
Enterprise/Commercial	17,532 gpd

Motion second by Tom.

Tom asked if the Town has enough capacity for future use. Rocky said we have enough for what is planned now and most of the proposed Blackrock development. When the facility reaches 90% capacity the State requires the Town take action.

Motion voted and approved.

Tom asked Rocky about the water audit that was requested. Rocky said he started it but has not had the time to complete.

Rocky suggested to the Board that the Town have a Water Ordinance similar to what we have now for ww. He will contact Lee Krohn of CCRPC and request a draft ordinance be written for the SB to review.

Town Administrator’s Report

Safety Barrier for Walking Bridge – Christine Jacobs has been in contact with the Town regarding her concerns of the lack of a safety gate on one side of foot bridge near the Hinesburgh Public House. Rocky had checked into have Giroux’s Body Shop make one similar to the one on the other side a few years back – at that time their quote was somewhere between \$2,400-\$2,600. Other options tossed around have been having the Highway crew bring a large boulder over and place it in that location or planting a shrub that could serve as a natural barrier.

The Board discussed the fact that this is private property. They suggested possibility of placing a boulder to block the area. Renae will speak with the property owner, John Lyman.

Sam Hines – On June 10th Sam Hines successfully completed his 3-month probationary period for all new hires. After speaking with Mike Anthony, it is Renae’s recommendation that his employment with the Town of Hinesburg continue and his probationary period be lifted as of that date. The Union has been working on the current pay structure so that we can ensure we increase his pay the appropriate amount. Once we get confirmation from them, we will make his pay increase retroactive to June 10th.

Jon asked that Sam be made aware that the Highway Forman and Town Administrator recognize that he is full time and off probationary status with a wage adjustment to follow and add the congratulations from the Selectboard.

Updating Capital Budget - We are contracting for CCRPC staff support to help us get our capital budget updated and in line with new improvements we see on the horizon as the Town grows – especially in the village growth area. As a part of this project, the plan is to have Lee Krohn (CCRPC staff person) meet with each department head individually to brainstorm and discuss updates and possible new items to add to each department’s capital budget – looking out 5-10 years. Lee made his first visit today to begin meeting with Department heads individually. We are in the process of developing a plan as to the timing of adopting a new and/or revised Capital Budget & Capital Program. Ultimately, with everyone’s help, Lee will come up with capital budget recommendations that can be forwarded to the Selectboard for discussion in advance of the annual budget cycle.

Conservation Commission – Bill Marks dropped off a contract and an invoice for a \$1,500 retainer fee today. Along with the contract, a document explaining the proposed scope of services is also included in the SB packet. The Conservation Commission is contracting with Place Sense to edit and reorganize the Greenspace Plan as well as collect, edit and create graphics and maps. PlaceSense will lay out a final draft of the Greenspace Plan for the Town to review and comment on by July 25th. After that date, PlaceSense will make any changes requested for the final draft. This work is anticipated to be complete by the end of August. The contract needs a signature from a Town representative. Missy has outlined which line items are targeted for this request. Please see her note along with the contract in your packet.

Andrea moved the Board vote to sign a contract for consulting services between the Town of Hinesburg and PlaceSense. The Town of Hinesburg agrees to pay PlaceSense, in accordance with the budget specified, not to exceed \$2,860. The Town of Hinesburg will pay PlaceSense a \$1,500 retainer upon signing of this contract. PlaceSense will invoice the Town of Hinesburg for the balance upon completion of the work. The period of this contract begins on June 19, 2014 and ends on August 31, 2014. Second by Jon.

Tom said that is a lot of money and is not sure what the Town will gain. He has never seen the Greenspace document.

Andrea said the purpose is to get a readable document. It was written by many people and needs editing.

Jon said he sees it as a resource that is not available at this time and will serve as a reference for other committees.

Andrea said the Board does not need to act on the motion tonight but can carry the funds over to the next FY.

As Board members have not seen the document they requested a copy be made available to them.

Andrea withdrew her motion and Jon his second.

Open Meeting Law Changes – The legislature significantly amended Vermont’s Open Meeting Law this year. Changes include new requirements for posting meetings, creating and altering agendas, posting minutes onto a municipal website, and for entering into executive session. The amendments also include specific steps that must be taken when there is an allegation that a public body has violated the law. The VLCT Municipal Assistance Center has prepared a list of frequently asked questions about the law that explains the recent changes to the law along with information about existing requirements.

The VLCT 2014 Open Meeting Law FAQs is available at www.vlct.org/assets/MAC/VLCT_Open_Meeting_Law_FAQs_June_2014.pdf.

These changes will significantly impact all municipalities including Hinesburg as it will apply to all Boards, Committees, and Commissions serving our Town.

Aaron discussed what this means for Hinesburg. He noted overall the Town does a good job and we just need to make some adjustments.

Discussed was to have postings put on the bulletin board outside the Town Clerk office and one on the main floor of Town Hall. Aaron suggested a binder be used to conserve space.

Increased hours

Mike B move the Board vote to approve increasing Freeda Powers’ hours temporarily from 25 to 40 hours per week starting June 16 and through June 30. Second by Jon.

Jon noted this is specifically due to Alex being away and the increase work load in Planning.

Motion voted and approved.

Selectboard items

Tom asked who is responsible for the mowing of the green space along the sidewalks. It is overgrown and unattractive. He was told it is the resident’s responsibility to maintain in front of their property.

Warrants

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

Minutes

Mike B moved the Board vote to approve the minutes of June 4 as corrected. Second by Andrea and approved.

Executive session

Mike B moved the Board go into executive session including Renae and Rocky for discussion of Union Contract negotiations / discussion of water and wastewater position that is impacted by the Union Contract and discussion of TA candidate and status of interviews. Premature disclosure of discussion on these will put the Town at a disadvantage.

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

Mike B moved the Board vote to authorize the Selectboard Chair to negotiate terms with Trevor Lashua for the Town Administer position. Second by Andrea and approved.

Jon moved the Board adjourn at 10:25 p.m.

Respectfully submitted,
Valerie Spadaccini, secretary