

Town of Hinesburg
Selectboard Meeting
July 10th, 2014
Draft

Members Present: Jon Trefry, Mike Bissonette, Andrea Morgante, Tom Ayer, Phil Pouech.

Members Absent: None.

Also present: Trevor Lashua (New Town Administrator), Freeda Powers (Recording Secretary).

Public Present: Marge Sharp, Marty Illick (LCA Executive Director).

John T. chaired the meeting, which was called to order at 7:02 pm.

Non Agenda Items: Jon T. welcomed Trevor Lashua, the new Town Administrator to begin August 1st, to the meeting. Jon T. added to the agenda, Selectboard Forum 8a & 8b, to address a request from the Conservation Commission for an expense approval for the Green Space Plan and to set the staff wage increase. Tom A. **made a motion to add items 8a & 8b to Selectboard Forum** in the agenda. Andrea B. **seconded the motion.** The Board voted **5-0.**

Consider Setting Hinesburg's FY2015 Tax Rate: The Board discussed this and feel they should not take action on this item tonight. The Board agreed, it would be appropriate to await further clarification and more solid info on the impact on the fund balance. Andrea M. made a **motion to postpone action on this item to the next meeting.** Tom A. **seconded the motion.** The Board voted **5-0.**

Silver Street Rain Garden: Marty I. spoke to the Board from the audience, presenting the latest update on this project which recently applied for and was awarded a funding grant by the state. This site, located at the intersection of Rte. 116 & Silver Street, is a top priority project due to the heavy storm water flow in that area. The consultants did a site visit and preliminary study and the final engineered drawings have been submitted. She said she is here tonight to agree on a schedule. Late August/September is slated to be the construction window. Mike Anthony will need to do some excavating and then construction and planting will be contracted out. The project will go out to bid tomorrow (July 11th) with a site walk scheduled for July 23rd. Bids are due August 1st. The LCA will cover the administrative costs and the cost to put the project out to bid. Marty I. requested that Renae Marshall be the primary contact person as the schedule on this project is tight.

Jon T. said he feels it would be appropriate to have Renae be the contact person for this project.

Phil P. asked about the oversight role of the VT DEC. Marty I. said Jim Pease is the person overseeing the project from DEC.

Tom A. asked if the plan considers the proposed new sidewalk going in along Silver Street. Andrea B. said yes it does, and said it will be important for the people working on the Rain Garden project

to be in contact with the school. Andrea B. went on to describe the proposal for the Rain Garden, saying it is designed to work into the landscape. Improvements will be made to the existing culvert under Rte. 116 through the addition of large rocks. This sub-watershed is all the storm runoff from St. Jude's south and from Papa Nicks' Restaurant west. She said improvements to the existing catch basins (installed by the state) include clean out of shrubs and addition of rocks to prevent further erosion at the culvert discharge site.

Jon T. asked about maintenance of the Rain Garden. Andrea B. said maintenance will consist of local observation of the project and it will be the Town's responsibility to remove debris after large storm events, etc. She said there is not a lot of maintenance anticipated. Jon T. said this puts the ownership of the maintenance on the Town. Marty I. noted that while Rte. 116 is a state road, Silver Street is a town road, and said this should be an open dialogue between the two. Right of Ways need to be considered and respected, she added.

Phil P. asked about permits required for the project. Andrea B. said the project does not trigger the permitting process.

Mike B. asked about the cost to the town. Andrea B. said Mike Anthony's excavation work will be about two days and about one day of excavation work will be required for re-ditching on Silver Street once the project is completed. A total of about 3 work days will be required.

Tom A. asked about the need for a safety fence around the Rain Garden. Andrea B. said a safety fence is not required for this project. She said the site will have a gentle grade and the maximum depth of the Rain Garden will be 4'. Additional vegetation plantings will also fill in the area. This is not to be a pond of standing water, she said. Unlike detention ponds, a rain garden's purpose is to encourage infiltration so the pond will likely "come and go" as far as the water level.

Phil P. encouraged Marty I. to be in contact with Hart & Mead, the gas station across from the elementary school on Rte. 116 and inquire on the impact this project may potentially have on their spill prevention plans.

Marty I. said the Town is in a good position to prevent itself from becoming a MS4 town (state designation of impaired waterways) which has the added benefit of remaining eligible for further funding opportunities from the state. The Town has very good data and mapping resources, she said.

Vermont Open Meeting Law Changes: Jon T. said we should be able to abide by the new changes with good communication with the local boards and committees. Mike B. said the league offers workshops and this might be a good opportunity to have them come to us for a training for all of our volunteer boards. Phil P. agreed, saying all heads of boards and committees should demonstrate some knowledge and understanding of the new rules and process. The Board agreed the guidelines should be a consistent, standardized checklist that encourages boards to maintain formal proceedings while allowing for more informal and open discussions. Jon T. said he will ask Renae M. to solicit input from the chairs of all boards and committees and inquire on a time that works best for them to be available for such a training.

Phil P. said Aaron Kimball (web master) needs to be a part of the conversation as well since the Town website is a primary resource for agendas and minutes. Ideally, the Board felt, it would be good for the chair from each board to have the ability to upload their agenda and minutes to the website on their own so as not to overload Aaron with daily postings.

Mike B. suggested having the training take place at Town Hall on a Monday evening so that it can be broadcast via VCAM for viewing at home.

Consider Approving P& Z Request for FY2014 Budget Carry over To FY2015: The Board discussed a request from Alex W. of the Planning & Zoning office to carry over FY13-14 funds into FY14-15 for two ongoing projects associated with the "Special Projects" line item. These two projects are 1) Sidewalk Feasibility Study (\$4,208.34) and 2) Capital Budget & Program Update (\$7,500). Andrea B. made a **motion to approve the carry-over of funds from FY13-14 to FY 14-15 in the amount of \$11,708.34 in order to complete two ongoing projects associated with the Special Projects line item.** Mike B. **seconded the motion.** The Board voted **5-0.**

Consider Awarding Contract for Construction Inspection Services/Sidewalk: The Board reviewed a memo from Rocky Martin regarding the Construction Inspection Services and Rte. 116 Sidewalk Project from Charlotte Road to the Hinesburg Community School. For this VTRANS grant funded sidewalk project, a construction inspector is required. An RFP for Construction Inspection Services was issued on June 6th. We received two proposals. The two bids are very similar in quality. VHB was subcontracting to resident engineering with limited experience. Staff Sterling Management has more experience and came in at \$4,000 less in the bids and it is recommended that SSM be offered the contract. Overall costs of the projects seem in line with similarly sized VTRANS projects and VTRANS has approved offering the contract to SSM. The construction budget is \$300,000.

Andrea B. made a **motion to award the contract for Construction Inspection Services for the Rte. 1116 sidewalk project from Charlotte Road to HCS to Staff Sterling Management in the amount of \$30,240.00 and to authorize the Selectboard Chairperson to sign the contract when prepared.** Phil P. **seconded the motion.** The Board voted **5-0.**

Phil P. asked about the schedule for this project. Rocky M. said bids are due in by July 21st, they will then be evaluated and the contract will be awarded on the 24th. Work will begin as soon after that as possible. Completion date is November 1st, 2014.

Selectboard Forum: The Board discussed a request from the Conservation Commission for a carry-over of funds ticketed for the Green Space Plan in the amount of \$1,000. Andrea B. noted the long duration of this project which began in 2008. She said she feels this is a good plan, which provides a great deal of background and history. Jon T. said he feels the document is parallel to the Town Plan and in some ways finds it a bit redundant. Mike B. suggested portions if not all of the document could be incorporated into the Town Plan. He said while he understands the process, he wonders at what point will public input be received? Andrea B. said the document will statutorily have no authority unless it gets incorporated into the Town Plan. Jon T. said the Conservation Commission should put the document up on their website. Mike B. said at a cost of \$3,000, he would very much

like the opportunity at some point to address some concerns he has with the document and voiced his desire to offer feedback and to get public input as well. Jon T. said he understands Mike B.'s comment but feels it would be appropriate to first allow the Conservation Commission to finish the document prior to seeking public input or Selectboard review. Mike B. voiced his frustration that some members of the Conservation Committee attend the public Development Review Board meetings talking about energy regulations that are not yet adopted. Andrea B. said the document can be referenced vs. regulatory. Phil P. made a **motion to approve the Conservation Commission's request for a carry-over of funds from FY14-FY15 in the amount of \$1,000 towards the Green Space Plan.** Mike B. **seconded the motion.** The Board voted **5-0.** Tom A. said he also feels the document is somewhat redundant and said he would like to know how the funds are being spent.

The wage increase for this year was not voted on prior to the start of the new FY. Union negotiations are close to complete. Figures offered by Renae M. were 2.5% or 3%. Jon T. said he is inclined to approve the 3% increase. Phil P. said he is inclined to approve a 2.5% increase citing insurance costs (no changes) and the fact that we do not yet know what the budget for next year looks like. Mike B. said he is inclined to approve a 2.5% increase. Andrea B. said she feels the Board should discuss the union negotiations prior to taking action on this issue. Also, she asked if the Board agreed to the 2.5% increase, would there be an opportunity to adjust that if the need arose later in the year. Jon T. said yes. Phil P. made a **motion to approve a wage increase of 2.5% for all non-union Town employees to be retroactively applied to the first paycheck of FY2015.** Mike B. **seconded the motion.** The Board voted **5-0.**

Tom A. reported that the Recreation Fields Project has received a grant in the amount of \$2,0000 and said that the bottle collection continues to be successful.

Phil P. reported that the July 4th celebrations were a big success with a great parade and lots of local activity. The fireworks display was well attended and added that it would be a good to get the total cost of the fireworks.

Consider Approving Warrants: Mike B. made a **motion to approve the warrants.** Phil P. **seconded the motion.** The Board voted **5-0.**

Consider Approving Minutes: Andrea B. made a **motion to approve as written the minutes from 6/19/14.** Mike B. **seconded the motion.** Phil P. abstained from this vote. The Board voted **4-0.** Andrea B. made a **motion to approve as written the minutes from 6/30/14.** Mike B. **seconded the motion.** The Board voted **5-0.**

Executive Session/Legal Matters & Union Negotiations: Mike B. made a **motion to go into executive session.** Phil P. **seconded the motion.** The Board voted **5-0 and entered executive session at 8:35pm.**

The meeting adjourned at ***pm.

Respectfully Submitted,
Freeda Powers---Recording Secretary