



# Annotated Agenda

December 01, 2014

## **4. Interview for the Town Forest Committee – Kevin Hans and Julie Gruenholz**

**Guests:** (1) Kevin Hans  
(2) Julie Gruenholz

**Enclosures:** (1) Application and other materials from Kevin Hans  
(2) Application and other materials from Julie Gruenholz

Kevin and Julie have applied for two of the three open positions on the Town Forest Committee. Both of the terms are for three-years, and begin on January 1, 2015.

*Consider a motion to appoint Kevin Hans and Julie Gruenholz for terms of three years each, beginning January 1, 2015 and expiring on January 1, 2018.*

## **5. Conservation Commission – Annual Visit**

**Guests:** (1) Members of the Conservation Commission.

**Enclosures:** (1) None (as of this writing)

The Conservation Commission is scheduled for its annual visit to the Selectboard.

*No action is anticipated.*

## **6. Lake Iroquois Association – Annual Visit**

**Guests:** (1) Representatives of the Lake Iroquois Association.

**Enclosures:** (1) *The Lake Iroquois Monitor* (association newsletter).

Representatives from the Lake Iroquois Association (LIA) are scheduled for the association's annual visit to the Selectboard. In addition to the newsletter, there is a copy of the *State of the Lake – 2014* report in the Administrator's office.

LIA and the Town have worked collaboratively on cleaning key culverts this fall as well.

*No action is anticipated.*

## **7. FY16 Budget Presentation – Highway Department**

**Guests:** (1) Mike Anthony

**Enclosures:** (1) FY16 Budget, with Department requests (dated 11/24/14)  
(2) FY16 Highway budget worksheet

Mike will be joining us to discuss the proposed highway budget for FY16. The Highway budget is the largest department budget (27% of the total general fund budget).

A new folder was created in Dropbox to hold all of the FY16 budget documents in a single place, in addition to the meeting specific materials also placed in the individual meeting folders (for example: Mike's highway budget worksheet exists in both the budget folder and the 12/1 meeting folder).

*No action is anticipated.*

### **8. Consecutive Water Systems Agreement – Triple L Mobile Home Park**

**Guests:** (1) Rocky Martin, Director of Buildings and Facilities

**Enclosures:** (1) Memo from Rocky Martin re the proposed agreement and the proposed agreement (single file)

Triple L Mobile Home Park is seeking an exemption from the State's sampling and reporting requirements on the premise that the Town (as the water supplier) would assume those duties and responsibilities. The Town has previously assumed the sampling and reporting duties on behalf of Mountain View and Sunset Lake Villa (also considered consecutive water systems). An agreement specifying each party's responsibilities was the precursor to assuming testing responsibilities, and is proposed as the precursor again in this instance. The memo from Rocky contains more details. The proposed agreement is attached.

*Consider a motion approving the agreement as proposed (or with any alterations) by and between the Town of Hinesburg and Shipsevin LLC, the owners of Triple L Mobile Home Park.*

### **9. Discuss proposed water use ordinance changes**

**Guests:** (1) Rocky Martin, Director of Buildings and Facilities

**Enclosures:** (1) Proposed changes to the water use ordinance

This is a review of the first draft of proposed changes to the ordinance. A number of other changes are identified, primarily of the editing variety – while the Town is “under the hood,” the opportunity should not be missed to improve consistency and copy edit. The document is shown in the “track changes” format, allowing for all proposed changes to be easily seen. Formatting, spacing, etc. will all be cleaned up prior to any formal adoption. Pages 13 through 15 are where much of the “action” occurs on the proposed changes.

Key questions to consider when reviewing this first draft:

- Is there anything missing?

- Are there concerns about any of the pieces so far?
- What additional information is necessary?

The ordinance adoption and amendment process envisions a drafting and review period, prior to formal adoption at a regularly warned meeting. The date of formal adoption is used to calculate the effective date of the ordinance (60 days from the date of formal adoption – for example, adoption on 12/15/14 carries an effective date of 2/15/15). Within 14 days of formal adoption the Town must publish a summary of the changes and where to find additional information in a newspaper of general circulation, along with posting the summary in five “conspicuous” places around Hinesburg.

No action is anticipated on Monday.

## **10. Town Administrator’s Report**

- Thistle Hill streets** – Mike Weisel and Mike Anthony were both in the Administrator’s office on 11/25, and agreed that the retaining wall/slope is working as expected and that no issues can be seen with the pavement. Mike Weisel inspected the area prior to arriving at Town Hall. No other issues have been identified. The potential Town acceptance of Thistle Hill, Mulberry and Thorn Bush is slated for the 12/15 meeting agenda.
- Town Hall Rental Policy and Rental Moratorium** – See the attached email from Recreation Director Jen McCuin. Increasingly the rentals have created work for staff on the back end, requiring everyone to mop floors, scrub tables, and generally put rooms back together – sometimes on weekends in between events. Staff has discussed whether or not a moratorium on new rentals should be instituted until the policy can be amended to better address these recurring issues. A deposit will likely be among the recommended changes; forfeited in the event the building is not left in the condition expected and specified. The rental moratorium would not include any rentals approved prior to the effective date, and would only be in effect until the policy can be reviewed and amended (February, potentially). The ultimate goal is keeping the building open and available for Hinesburg residents, while ensuring that those renting the facility meet their obligations (and that the building is utilized responsibly). Is the Board comfortable with the Administrator’s office placing a moratorium on new rentals until the policy can be revised, or would it like to discuss the matter at an upcoming meeting?
- County Pre-Budget Meeting** – The county pre-budget meeting is slated for December 10<sup>th</sup>, at noon at the Chittenden County Courthouse. The assistant, or “side,” judges are wholly responsible for determining the budget (there is no voter approval, other than the election of the judges).
- Stormwater Regulation revisions and timing** – The Planning Commission has forwarded a set of proposed revisions to the stormwater regulations. Materials relative to the revisions are included in the Dropbox folder.
- Conflict of Interest policy** –The Dropbox folder includes a model conflict of interest policy created by VLCT. February may be a good time to revive the conversation, with an eye towards adoption.

## **16. Executive Session**

**Guests:** (1) Rocky Martin, Director of Buildings and Facilities.

**Enclosures:** (1) None.

The 2014 changes to the open meeting law require two motions to enter executive session, effectively. The first motion is the “finding” that executive session is necessary (for one of the reasons established in statute) to avoid premature public disclosure that places the municipality at a substantial disadvantage. The second motion is the one to enter executive session, and includes the specific citation of 1 V.S.A § 313. Both motions are proposed below, and are modeled on guidance provided by the materials received from VLCT during the September training on the law. Any formal action taken as a result of conversations occurring during executive session must be taken in public. The executive session is necessary to discuss negotiating strategy with regards to the possible connection of four residences west of the new wells to Town water and sewer (to improve overall system capacity and broaden the source protection area).

*Consider a motion to find that the premature general public disclosure of the proposed terms of connection to water and wastewater for the owners of the four residences along Shelburne Falls Road west of the site of the new wells would place the municipality at a substantial disadvantage in negotiating those agreements.*

*Consider a motion to enter executive session, to include the Town Administrator and the Director of Buildings and Facilities, under the provisions of 1 V.S.A. § 313 (a) (1) (A).*