



Annotated Agenda

April 20, 2015

4. Consider Warning a Public Hearing on the Proposed Stormwater Regulations

Guests: (1) Alex Weinhagen, Director of Planning and Zoning

Enclosures: (1) Memo from Alex regarding regulation revision clarifications and diagrams
(2) Proposed Stormwater Regulations Revisions

The memo from Alex attempts to clarify key points from the April 6th discussion. The missing diagrams from the prior version of the regulations can be found on page four of the enclosed version. The link to the yellow book referred to (for erosion control) is: <http://www.hinesburg.org/stormwater/VTDEC-low-risk-site-handbook.pdf>

Consider a motion to warn a public hearing on the proposed revisions to the stormwater regulations for Thursday, May 18, 2015, at 7:00 p.m. in the Main Hall of the Hinesburg Town Hall.

5. Consider Lease Financing Options for Vehicle Replacements

Guests: (1) Al Barber, Fire Chief
(2) Mike Anthony, Road Foreman

Enclosures: (1) None as of this writing.

The numbers are still pending from the two leasing companies the Town is currently exploring (Tax Exempt Leasing of Illinois and Municipal Leasing here in Vermont). Interest rates are estimated to be between 3.39% and 3.5%. The interest rate range is lower than projected when the trucks were discussed during the FY16 budget development process.

Rescue/pumper

The Fire Department has proposed the purchase of a single rescue/pumper truck to replace two firefighting vehicles. An additional benefit of the single vehicle is that it provides greater flexibility within the fire station itself. The department would remain on pace to purchase the ladder truck, be able to house the ladder truck within the current station footprint, and in so doing, buy more time before facility upgrades and additions to the station are necessary.

The Typhoon Custom Rescue Pumper has been quoted at \$457,000 (again, less than projected during the budget development process), with the potential to take advantage of different discount options to further lower the purchase price. Annual payments are projected in the \$55,000 range.

The wrinkle with the rescue/pumper truck is that proposed borrowing term – 10 years – needs to be authorized by voters in the same way a bond would be authorized (even though the borrowing mechanism is a lease-to-own scenario). A five-year borrowing option requires only Selectboard authorization. The five-year option would necessitate some changes within the capital budget to accommodate the shortened repayment period and corresponding increased annual payments.

The need for a vote, by Australian ballot, alters the delivery schedule for the rescue/pumper truck as it pushes the commencement of the construction of the truck back by a few months. Rather than delivery and deployment by fall of 2015, the truck would be delivered and deployed in either the winter or spring of 2016.

Dump truck (replace dump truck #4)

Mike Anthony priced out three different truck and body combinations, before arriving at the recommended purchase of a Freightliner 114SD and associated components from R.R. Charlebois, Inc. of Milton, VT and Viking Cives in Williston, VT. The total quoted for the truck and body is \$168,075 – again, lower than the amount projected during budget development. The price is aided by the estimated trade-in value of the truck to be replaced (\$45,000). Annual payments are estimated between \$37,000 and \$40,000 per year.

The proposed term for financing is five-years. The goal is to have a complete package with the financing numbers for Monday night for consideration. Delivery and deployment schedules again come into play with the dump truck – a decision made this spring enables the truck to be in service before next winter begins.

There are three actions to consider:

- *Authorize staff to begin the process of warning a vote on the rescue/pumper truck (10-years, lease-financed).*
- *Authorize the purchase of the replacement truck for Dump #4.*
- *Discuss both options on Monday night, with a decision to follow at the May 4th meeting.*

If the vehicles are both authorized and/or purchased in FY16, the first payments would be due in FY17.

6. Consider Adopting the Local Emergency Operations Plan (LEOP)

Guests: (1) Al Barber, Fire Chief

Enclosures: (1) LEOP as adopted for 2014

The LEOP needs to be adopted annually, generally prior to May 1st. In 2014 Hinesburg was a little late in adopting the LEOP (October). Annual adoption ensures that the Town has access to higher reimbursement levels when seeking emergency funds after responding to an incident.

One change to make is on the contact list (given the change in the Board chair).

Consider a motion adopting the 2015 Local Emergency Operations Plan for Hinesburg.

7. Consider Setting a Date for a Selectboard Retreat

Guests: (1) None anticipated.

Enclosures: (1) The project list.

The project list is attached. With 33 items listed (and knowing that some things that need to be done are not listed – such as the FY17 budget), the list is a *wee* bit lengthy at this time. A retreat could/should include time to review the list, and create an ambitious yet achievable list of project priorities for the next 12 months. Many of the items would be ongoing, spanning not only the 12 months to come but the 12 or 24 months beyond as well.

The fall retreat was here at Town Hall – would the Board like to hold the retreat at an off-site venue or here at Town Hall? What other topics are Board members hoping to cover?

Consider a motion to establish a date, time, and location for the Selectboard's retreat.

8. Consider Adopting a Resolution Related to the Kelley's Field VCDP Grant Agreement

Guests: (1) None.

Enclosures: (1) Grant Agreement Resolution (from VCDP)
(2) Copy of the Grant Agreement, with the attachments
(3) Contract for Administrative Services and Program Management (with Cathedral Square and Housing Vermont)

The Town needs to sign a grant agreement – following the Selectboard's adoption of a resolution authorizing that the grant agreement be signed. Cindy Reid at Cathedral Square suggested that the Board authorize the Town Administrator to sign VCDP loan documents, once reviewed and approved by the Town Attorney. The thinking is that authorization now will save time later when the loan documents need to be signed.

The grant enables the Town to, essentially, loan \$470,000 in VCDP funds to Cathedral Square and Housing Vermont. Those funds will be applied towards an effort to, "acquire and rehabilitate," Kelley's Field. The loan is deferred for 30 years with no interest due. Attachment B outlines the total project budget of nearly \$4.2 million.

Consider a motion to adopt the grant agreement resolution for grant agreement 07110-IG-2014-Hinesburg-00001, and appoint the Town Administrator as the authorizing official to execute the grant agreement, loan documents, and other documents following consultation with the Town Attorney.

9. Consider Accepting Irrevocable Offers of Dedication for Green Street Affordable Housing Project

Guests: (1) None

Enclosures: (1) Pdf versions of the irrevocable offers, deeds, and property transfer tax returns

The irrevocable offers have been clarified and/or changed as identified, and split into the three separate pdf documents included in the packets. The revised documents arrived around mid-day Friday – the team is in the process of reviewing the pieces and may have a recommendation for Monday night related to acceptance.

10. Consider Approving an Outdoor Consumption Permit for Travia's Restaurant

Guests: (1) None.

Enclosures: (1) Outdoor consumption permit application for Travia’s Restaurant.

The outdoor consumption permit for Travia’s had been sent directly to the State, and thus was not included in with the restaurant’s liquor license when it came before the Selectboard previously.

Consider a motion to approve an outdoor consumption permit for the period of May 1, 2015 through April 30, 2016 for Travia’s Inc., doing business as Travia’s Restaurant.

11. Wastewater Allocation Moratorium Clarification.

Guests: (1) None.

Enclosures: (1) None.

There are two landowners that received sketch plan approval from the Development Review Board prior to the Selectboard’s action on the moratorium that did not apply for and receive a wastewater allocation. Both are subdivisions of a single lot into two lots, with the subdivided lot slated for a single family dwelling (or one equivalent wastewater unit at 210 gallons per day). The total flow (420 gallons per day) does not present an undue burden on the wastewater treatment facility. The recommendation is to draw the “bright line” on the Board’s action to adopt the allocation moratorium amendment – sketch plan approval granted after April 6th may be denied prior to the effective date of the ordinance, at which time new allocation requests shall be denied for 12 months – and allow the two affected landowners to apply for and potentially receive wastewater allocation not to exceed one equivalent unit (210 gallons per day per subdivided lot). If this approach works for the Board, staff will move forward without formal action required. The purpose of placing the item was to have the discussion in open session.

12. Town Administrator’s Report

- a. *Old Police Station Sale* – The Town Administrator’s office solicited a broker’s opinion from a commercial real estate broker here in Chittenden County. The broker, Esther Lotz, toured the property, reviewed the pertinent documents, and consulted with peers prior to formulating the opinion. The opinion is that the lack of a dedicated access or curb cut (and correspondingly parking) diminishes the potential marketability and value of the building for commercial purposes. Ms. Lotz suggested that moving the structure to a lot with dedicated access and parking could help with potential marketability, though the best approach may be repurposing building materials and dismantling the remaining structure.
- b. *Highway garage* – The updated scope of services has been sent to the four pre-determined finalists, along with a local firm that was unable to be vetted during the initial review phase. Staff is currently scheduling interviews for the week of April 27th. Three interviews have already been scheduled.
- c. *St. George fire protection agreement* – Fire Chief Al Barber and I were invited to the St. George Selectboard meeting on Thursday (4/16). The discussion began on the fire protection budget (including capital), and moved into discussion of a possible revision or replacement of the now 20-year old agreement. A revision could include a longer term (three or five years, as opposed to one), and make it easier to plan and budget for expenses and revenue than the current model. St. George may also ask Williston if it is interested in providing fire protection under a similar arrangement.

- d.** *Neighborhood Development Areas information* – John E. Adams from the Vermont Department of Housing and Community Development sent additional information on neighborhood development areas. His follow-up email is included in the meeting packets.