



# Annotated Agenda

May 4, 2015

## **4. Consider Approving a Listing Agreement with Greentree Realty (sale of the old Police Station)**

**Guests:** (1) Likely members of the ad hoc committee that proposed the sale of the station

**Enclosures:** (1) Proposed listing agreement  
(2) Statute on conveyance of municipally-owned real estate (24 V.S.A. § 1061)

Roger Kohn worked with Greentree Realty on the agreement, which has been reviewed by Town Attorney Bud Allen. The addendum on page eight specifies that the Town will be responsible for certain components related to the sale – such as provision of parking, handling the subdivision, and securing the water allocation. Statute establishes a process for the conveyance of municipally-owned property, meaning there will also be a few extra steps should a buyer emerge. A copy of the relevant section of statute is included in the Board packets.

*Consider a motion to accept the listing agreement (as proposed or with modifications) and authorize the Town Administrator to sign.*

## **5. Consider Lease Financing Options for Equipment**

**Guests:** (1) Al Barber, Fire Chief.

**Enclosures:** (1) Debt service schedule through FY21  
(2) Financing options spreadsheet

The spreadsheets illustrate both the financing proposals and a current debt service schedule (including the two new pieces of equipment).

Interest rates have lowered since the prior discussion. A five-year lease financing package for the dump truck carries a proposed interest rate of 2.29%, and a bank loan 1.70%. The purchase price used to solicit financing options for the dump truck is higher (by about \$9,000 – \$170,000 vs. \$160,875), so the actual annual and total amounts should decrease. Interest rates for the rescue/pumper truck range between 2.29% and 3.39% for the lease financing options, and 1.70% to 2.00% for a bank loan. The five-year lease financing options save between \$35,000 and \$57,000 in total interest costs when compared to the 10-year options. The bank loan is a different financing mechanism, and must first receive voter approval regardless of the term.

Looking at the debt service schedule, annual payments for all financed equipment and vehicles increase considerably in FY17. FY18 is the final fiscal year for payments on the excavator, grader, the 2013 International dump truck, and two new police cruisers (though two new cruisers are slated to be replaced and the first payment due in FY18). FY19 looks to be the year when some “room” appears, however, there are other pieces of equipment that will need to be replaced that may not be programmed into the spreadsheet. Looking farther out, replacement of Engine 2 and purchase of the aerial/ladder truck are scheduled to appear as FY22 expenses (per the latest Fire

Department capital budget). The source of funds also is not shown in the debt service schedule – impact fees are expected to be utilized in the ladder truck purchase, for example.

The proposal from Merchants Bank is the lowest cost proposal for the dump truck, when factoring in both the interest rate (1.70%) and total cost to the Town (just less than \$34,000/year; \$169,171.80 total).

The proposal from Municipal Leasing Consultants is the lowest cost lease financing proposal, when factoring in the interest rate for a five-year borrowing term (2.29%) and the total cost to the Town (\$97,957.97/year; \$491,944.80 total). A bank loan, provided that voter approval is granted, could save the Town an additional \$9,220.95. A 10-year lease financing arrangement for the rescue/pumper truck almost halves the annual payments, but increases the total cost by \$35,000 and would require voter approval (due to the term).

At the April 20<sup>th</sup> meeting, the Board authorized the purchase of the dump truck replacement.

Rescue/Pumper

*Consider a motion to authorize the purchase of a Typhoon Custom Rescue Pumper from Desorcie Emergency Products, LLC of St. Albans, VT for a price not to exceed \$457,000.*

*Consider a motion to authorize the Town to seek lease financing for the purchase of a Typhoon Custom Rescue Pumper from Municipal Leasing Consultants for \$457,000, for a five-year term.*

*-or-*

*Consider a motion to authorize the Town to seek a bank loan from Merchants Bank to finance the purchase of a Typhoon Custom Rescue Pumper for \$457,000, for a five-year term; and to direct staff to begin the process related to voter approval for the purchase.*

Dump Truck

*Consider a motion to authorize the Town to seek a bank loan from Merchants Bank to finance the purchase of a Freightliner 114SD and associated components for \$160,875.*

**6. Consider Approving Street Trees Agreement with VTrans (Memorial Park street tree plantings)**

**Guests:** (1) Likely members of the Village Steering Committee

**Enclosures:** (1) The proposed agreement to plant street trees in Memorial Park

The agreement represents what VTrans will allow the Town to do, with regards to the proposed tree plantings in Memorial Park.

The agreement has been sent to the Town Attorney for his review; as well as the Village Steering Committee (VSC) and Tree Warden. The latter two have been integral to securing the grant funding for the trees and continually pushing the project forward.

Members of the VSC are likely to attend, and have indicated that they will also ask about a prior recommendation made to the Town to make VT Route 116 a Class 1 Town Highway within the village core. As a Class 1 Town Highway, the Town would have greater flexibility and autonomy throughout the corridor to determine what is appropriate and where (such as the location and species of street trees for streetscaping, traffic calming, air quality, etc.). At the same time, the Town would be taking on additional financial and maintenance responsibilities. State aid would be increased to reflect this enhanced responsibility for maintenance. The 116 Corridor Study report is included in the packets.

*Consider a motion to accept the agreement with VTrans regarding street trees in Memorial Park, and authorize the Town Administrator to sign the agreement.*

## **7. Interview for the Village Steering Committee**

**Guests:** (1) Owiso Makuku

**Enclosures:** (1) Application materials and resume excerpts.

Owiso has been attending Village Steering Committee meetings since her initial expression of interest in December. There are three openings on the Village Steering Committee, each for a two-year term. Terms generally expire on the 1<sup>st</sup> of January. The later agenda time for the interview (normally interviews are scheduled for the beginning of meetings) is per the candidate's request.

*Consider a motion to appoint Owiso Makuku to the Village Steering Committee, for a two-year term which expires on January 1, 2017.*

## **8. Consider Approving Tree Inventory Agreement with the VT Urban & Community Forestry Program**

**Guests:** (1) Paul Wiczoreck

**Enclosures:** (1) Proposed agreement with the VT Urban and Community Forestry Program

The Vermont Urban and Community Forestry (UCF) Program, working with Tree Warden Paul Wiczoreck, has proposed conducting a tree inventory in Hinesburg. The inventory would be conducted at no charge to the Town, as the project is funded through a USDA Forest Service grant given to the UCF. The inventory is the first step in a process that results in a tree management plan.

*Consider a motion to accept the agreement with the Vermont Urban and Community Forestry Program for the purpose of conducting a tree inventory in Hinesburg, with the proposed amendments underlined and in red.*

## **9. Water Project Update**

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

**Enclosures:** (1) None.

This is intended as a project "check in." The team continues to work with the State through the various permitting phases, as well as finalizing any relevant arrangements related to the funding.

A potential hiccup in the schedule emerged with the Town's proposed use of nanofiltration to treat the water. Though widely used for many years in other parts of the country, there isn't much experience with the treatment methodology in Vermont (or even New England). Initially, the State proposed a pilot period, where the system could be tested under conditions as close to "actual" as possible. This could have created a two or three month delay and cost an extra \$80,000. After a series of meetings that put the principals from the Town, State, and ISI in the same room to talk about the system and its components, it appears that the pilot period is not necessary. The

schedule has still been affected by this period of State permitting; the projection for completion has moved from November of 2015 to mid- to late December. The project is still on budget.

*Action is not anticipated, as this is a project update.*

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

- a. *Planning Commission vacancy* – The Planning Commission has a vacancy with the resignation of Neil Leitner.
- b. *Highway Maintainers* – The Town has openings for two highway maintainers. Advertisements have been or will be posted in a variety of places. The basic requirements include possession of a CDL (Class B, with trailer and tanker endorsements). Until these positions can be filled, the Town's Highway Department is down to two employees.
- c. *Highway garage* – The project team met with representatives from Vermont Integrated Architects, Bast and Rood, and Maclay Architects to discuss the revised project scope and the available funds. Smith, Alvarez, and Sienkiewicz also indicated interest, and staff is working to schedule time during the week of the 4<sup>th</sup>. The firms all identified various civil engineering collaborators as well. A recommendation on whom to partner with should follow shortly, along with a suggestion to both formalize and expand the current building committee (of four).
- d. *Note of appreciation for the Highway crew* – A resident sent a note of appreciation for the Highway crew's efforts. The scan of the card is difficult to read, so the note is translated here: "Dear Mike, Dave & I want to express our appreciation for the meticulous clean-up of our front lawn last week. You and Sam left our yard in perfect condition following last December's snow emergency. Thank you for your attention to detail and your prompt service. -Dave & Dianne Deforge"
- e. *Green Street Irrevocable Offers* – Action on these has been moved to the May 18<sup>th</sup> meeting, as there are still questions related to the water and wastewater offers of dedication.
- f. *Sidewalk and street sweeping* – Sweeping of both will occur by mid-May. The sidewalks will be swept first, so that materials on the sidewalk can be picked up by the street sweeper. The street sweeper is a rental, and the sweeping is anticipated to take two to three days, and focus on the village area. Intersections between gravel and paved roads are being swept this week.
- g. *VCDP/Kelley's Field deferred loan, single audit, and administrative costs* – To follow up on the conversation from the prior meeting, the costs associated with the single audit and the Town's general administrative work are reimbursable.
- h. *Open Burning* – The VLCT model ordinance was sent out to the Fire Chief, Police Chief, and Health Officer for suggestions and general feedback. Right now, the topic is scheduled for the May 18<sup>th</sup> meeting.