

**SELECTBOARD MEETING    DRAFT**  
**May 4, 2015**

Attending the meeting; Mike Bissonette, Phil Pouech, Jon Trefry, Andrea Morgante, Tom Ayer, Trevor Lashua and attached list.

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

Public comment; Ed Waite informed the Board there will be a State wide open burn ban being initiated as of tomorrow.

There were no changes to the agenda.

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

Jon moved the Board consider a motion to accept the listing agreement as proposed and authorize the Town Administrator to sign. Second by Tom.

The Board reviewed the listing agreement, a revised addendum to the sales agreement and State regulations regarding conveyance of real estate by a municipality.

Trevor advised if there is a proposed buyer the Town can at that time start the 30 day process required by the State. Andrea asked if a property can be listed for sale when going through the subdivision process. It was noted that if the building does not sell the property will not be subdivided.

Andrea said she will support the motion as she wants to see the building preserved, she feels it is foolish for the Town to sell it even though there is no immediate intended use.

Mike B asked about the fact the type of property is listed as residential and commercial. He is not sure residential is appropriate.

Tom asked where the 4 required parking spaces would be located.

The one year term of the contract was discussed and agreed to allow the full year.

Motion voted and approved with 4 yes votes and Andrea abstaining.

**Consider Lease Financing Options for Equipment**

Trevor prepared for review spreadsheets illustrating possible financing options and the current debt service schedule.

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%.

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

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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.

### Dump Truck

Jon moved the Board 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. Second by Phil and approved with 5 yes votes.

### Rescue/Pumper

Jon moved the Board 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. Second by Phil.

Tom said this amount of money has never been approved by the Selectboard without voter approval and feels there should be community input.

Jon said he felt it was made clear at Town Meeting the Town would be replacing the Fire Department vehicle.

Motion voted and approved with 3 yes votes and Tom and Andrea opposed.

Jon moved to 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. Second by Phil and approved with 3 yes votes and Tom and Andrea opposed.

Tom suggested a policy stating a dollar threshold for the Selectboard to approve a purchase and if over that amount it would need voter approval.

Phil took this opportunity while the Fire Department Chief was present to speak of the professionalism of both Fire and Police Departments and care and respect for those taking care of residents during the handling of the fatal accident in Town.

### Consider Approving Street Trees Agreement with VTrans (Memorial Park street tree plantings)

The Board reviewed the Street Tree Maintenance Agreement between VT AOT and the Town regarding planting of street trees in Memorial Park.

Phil moved to consider a motion to accept the agreement with VTrans regarding street trees in Memorial Park, and authorize the Town Administrator to sign the agreement. Second by Tom.

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.

The Town has obtained the grant and has Accolade Elm trees ready for planting

Phil added to his motion to amend the agreement with the change to Section III h. “all trees shall be Accolade Elms.” Tom agreed to the change.

Motion voted and approved with 5 yes votes.

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Members of the VSC attending also indicated their desire to for 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.

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

Owiso Makuku is interested in serving on the Village Steering Committee and has been attending Village Steering Committee meetings since her initial expression of interest in December.

Andrea moved to consider a motion to appoint Owiso Makuku to the Village Steering Committee, for a two-year term which expires on January 1, 2017. Second by Phil and approved with 5 yes votes.

### **Consider Approving Tree Inventory Agreement with the VT Urban & 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.

Andrea moved to 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. Second by Phil.

The study will include street trees in the Village area.

Motion voted and approved with 5 yes votes.

### **Water Project Update**

Trevor reports the team continues to work with the State through the various permitting phases, as well as finalizing any relevant arrangements related to the funding. The projection for completion has moved from November of 2015 to mid- to late December. The project is still on budget.

Trevor said the Town was able to avoid the need for a possible pilot project thanks to 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.

### **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.

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- 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.

### Selectboard items

Andrea noted she attended an Urban and Community Forest Program to celebrate legislation to allow creation of Town Forests.

Jon asked about the status of the water allocation ordinance. Trevor said it is in the initial exploration stage.

Phil reported that Green Up Day was a success. They handed out 300 bags and fed 70 at the lunch.

### Warrants

Jon moved the Board vote to approve the warrants, including payroll, as submitted by the Town Treasurer. Second by Andrea and approved with 5 yes votes.

### Minutes

Andrea moved the Board vote to approve the minutes of April 20, 2015 as submitted. Second by Phil and approved with 4 yes votes and Tom abstaining.

Jon moved the Board vote to adjourn at 8:55 p.m., second by Andrea and approved.

Respectfully submitted,  
Valerie Spadaccini, secretary