



Annotated Agenda

July 2nd, 2015

2. Executive Session – 1 V.S.A. § 313 (a) (2) [Real Estate]

Guests: (1) None expected.

Enclosures: (1) None.

Executive session is required to discuss real estate negotiations (potential sale of the old police station). To quote from the prior meeting's annotated agenda: "A pair of motions is necessary for the Selectboard to enter executive session. The first motion required is a 'finding' that executive session is both necessary and allowed in statute. The second motion places the Selectboard (and any invited guests) in executive session. As always, action taken as a result of executive session discussions shall be taken in public."

Consider a motion to find that premature general public disclosure would place the municipality at a substantial disadvantage with the proposed sale or purchase of real estate in which the municipality is a party.

Consider a motion to enter executive session, to include the Town Administrator, under the provisions of 1 V.S.A. § 313 (a) (2).

5. Interview for the Town Forest Committee – Corrine Johansson

Guests: (1) Corrine Johansson

Enclosures: (1) Corrine Johansson's application materials (all in a single pdf)

Corrine has applied to become the ninth member of the nine-member Town Forest Committee. The term is the remainder of a three-year term that expires in January 2017.

Consider a motion to appoint Corrine Johansson to the Town Forest Committee for a term to expire January 1, 2017.

6. Public Hearing on the Proposed Open Burning Ordinance

Guests: (1) None anticipated

Enclosures: (1) The proposed open burning ordinance.

The ordinance is presented as amended at the Board's June 2nd meeting. The next step is adoption, which can be done once the public hearing has closed. Adoption begins the process of public notice. The Town publishes a summary of the proposed ordinance within 14 days of the Board's action, and posts notice of the ordinance's

adoption in five “conspicuous” places. Traditionally the five places have been: the Town Clerk’s office, the Town Administrator’s office, the Post Office, Carpenter-Carse Library, and the notice board in front of Lantman’s. The required notice includes information on where to find the full text of the ordinance, the Town’s website address, the municipal contact for questions or comments, and the right to appeal (via permissive referendum). The applicable sections of Statute are 24 V.S.A. § 1972 and 1973.

Consider a motion to adopt the proposed open burning ordinance as presented.

7. Discussion on Potential Listing of the Town Forest on the National Register of Historic Places

Guests: (1) Devin Coleman, State Architectural Historian, Vermont Division of Historic Preservation
(2) Mike Potvin, Chair, Town Forest Committee

Enclosures: (1) National Register nomination form (draft)
(2) Town Forest photos, from nomination package
(3) Town Forest map, with additional maps, from nomination package

This effort to list the Town Forest on the National Register of Historic Places began years ago when a UVM historic preservation program student prepared a draft nomination. That initial work was continued by a UVM professor, Dr. Robert McCullough. Devin Coleman will provide a brief overview of both the National Register and the Town Forest’s nomination.

Action is not anticipated at this time.

8. Consider the Planning Commission’s Recommendation on Interim Bylaws

Guests: (1) Joe Iadanza, Chair, Planning Commission
(2) Other members of the Planning Commission
(3) Alex Weinhagen, Director of Planning and Zoning

Enclosures: (1) The Planning Commission’s letter on interim bylaws

The intent is to discuss the recommendation with the Planning Commission and identify next steps (if any).

Action is not anticipated at this time. If the Board wishes to enact interim bylaws following the discussion, staff should be directed to prepare language for action at either a regular (July 16th) or special meeting.

9. Consider Wastewater Allocation Requests for Hinesburg Center LLC

Guests: (1) Rocky Martin, Director of Buildings and Facilities.
(2) Brett Grabowski, Developer (anticipated)

Enclosures: (1) Wastewater Allocation Requests:

- Request #1: 25,763 gallons per day (Phase II of the Hinesburg Center project)
- Request #2: 768 gallons per day (Lot/Building 48, Phase I of the Hinesburg Center project)

A recommendation on each request will be provided in a separate memo, distributed prior to the meeting.

10. Consider Setting the FY16 Water/Wastewater Rates

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

Enclosures: (1) None at this time.

At the June 18th meeting the Board adopted the FY16 water/wastewater budget while deferring action on the rates until the next meeting (July 2nd). Look for a separate memo in the early part of next week. That memo will include recommendations on rates, and the motions to adopt.

11. Consider Appointing Two (2) Residents to the Planning Commission

Guests: (1) None expected.

Enclosures: (1) None. Application materials for the candidates can be found in the June 18th meeting folder.

As of this writing, there are no additional candidates. The Board interviewed five candidates, listed alphabetically: James Donegan, Rob Farley, Barbara Fourauer, Jeff French, and John Kiedaisch. There are two unfinished terms to fill, one expiring January 1, 2016, and the other expiring January 1, 2017.

Consider a motion to appoint _____ to the Planning Commission for the remainder of a term expiring on January 1, 2016.

Consider a motion to appoint _____ to the Planning Commission for the remainder of a term expiring on January 1, 2017.

13. Town Administrator's Report

- a. *Water loss/leak update* – Following a search that lasted more than five weeks, it appears the water system leak/loss has been fixed. A service line leak in the Thistle Hill neighborhood, where water disappeared into its gravelly surroundings, appears to have been the culprit. Repair work occurred and concluded Friday, June 19th. A picture of the pipe itself is included. Since the repairs have been made, the system has returned to something approaching normal operation (the storage tank refills, the well pumps work within prescribed timeframes, etc.).
- b. *Public information meeting on the stormwater regulations/repeal vote* – The Town is required to hold a public hearing no more than 10 days prior to the vote. This “rules out” the possibility of combining the hearing with the regular meeting on July 16th. The public hearing is scheduled for Thursday, July 28th at 7 p.m. in the Main Hall of Town Hall. The notice is attached. Engineering Ventures, who provided the preliminary estimate for the cost of compliance with the adopted stormwater regulations, is reviewing that figure and will provide the Town with an updated estimate.
- c. *FY15 Budget Status report* – FY15 will be, “in the books,” as of the meeting date.
- d. *FY16 Tax Rate* – The Board should be able to set the FY16 tax rate at its July 16th meeting.
- e. *Town Plan Discussion* – Originally the goal had been to set a review schedule for the Town Plan, beginning with a review and discussion of the currently adopted version. Setting the review schedule will be moved to another meeting, due to the length of the agenda.

- f. *Consent Agenda* – This is the first attempt at a consent agenda, and includes the warrants and minutes at present.
- g. *Vicious Dog/Public Nuisance or Disturbance/Dog Bite* – Discussions have continued, with every attempt being made to gain voluntary compliance and ensure public safety. If an incident occurs off the premises of the owner, and a claim is made, the Board may need to reconvene outside of its normal schedule for a hearing.
- h. *“Drinking permits” and the Fire Station* – Past practice has been to allow those renting the Fire Station for private events to receive what are colloquially known as “drinking permits.” This essentially allows the renter or event host to offer alcoholic beverages in what could be considered a self-service environment. Past practice represents an incredible risk to the Town, as it relates to liability. At a minimum, the Town’s official policy should require renters and/or event hosts to acquire the services of a fully-licensed caterer (and attain the appropriate state permit) or to mandate the purchase of liquor liability insurance by the renter or event host listing the Town of Hinesburg as an additional insured. Such policies can be obtained for less than \$100 through the Town’s insurer.
- i. *Hinesburg Girl Scouts “Going Green with Bicycles” project* – The local Girl Scouts will have bikes available for sharing at Town Hall and the Community School. The bikes will be located in the courtyard here at Town Hall. The sign out book will be housed at the building’s rear. The Town is only providing the space for the bikes to be available – those wishing to use the bikes will need to sign them out, sign the applicable waiver form, and wear a helmet. The Town has been listed as an additional insured on the Girl Scouts’ liability insurance.
- j. *VT Gas/Richmond Road* – VT Gas is extending its service up the Richmond Road past the ledge at Iroquois Manufacturing.
- k. *Lake Champlain Basin Tactical Plan and Stormwater Study by VHB (for the Town, through CCRPC)* – July 16th is a good opportunity to discuss feedback the Town may wish to give on the draft Lake Champlain Basin tactical plan. The stormwater study conducted for the Town by VHB will be presented that night as well. The basin tactical plan draft is included with the meeting materials. Public feedback is due back to Karen Bates at the Vermont Department of Environmental Conservation by July 24th. One section that has already started conversation relates to the canal and what is known as the “Nestech dam.”
- l. *Financial Management Questionnaire* – Each year, as part of the organization’s internal controls, the questionnaire is provided to the Selectboard to review. The Board appoints a representative to sign; generally that is the either the Chair or the Administrator. Merriam-Webster provided a succinct definition for internal control: “. . . a system or plan of accounting and financial organization within a business comprising all the methods and measures necessary for safeguarding its assets, checking the accuracy of its accounting data or otherwise substantiating its financial statements, and policing previously adopted rules, procedures, and policies as to compliance and effectiveness.”