



Annotated Agenda

09/03/15

2. Executive Session – 1 V.S.A. § 313 (a) (1) (E), Pending or Probable Litigation

Guests: (1) None

Enclosures: (1) To be determined

Executive session is required to discuss pending litigation. The open meeting law requires two motions to enter executive session: one to “find” that executive session is necessary and authorized by statute and one to enter executive session itself. Any action shall be taken in public, after the Board exits executive session.

Consider a motion to find that premature general public disclosure would place the municipality at a substantial disadvantage with pending litigation in which the Town of Hinesburg 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) (1) (E).

4. Agenda Additions/Deletions

None are anticipated as of this writing.

5. Interview and Possible Appointment of Zoning Administrator

Guests: (1) Mitchel Cypes

Enclosures: (1) Resume and cover letter

The Selectboard appoints the zoning administrator upon the recommendation of the Planning Commission, generally for a three-year term. Mitch received the blessing of the hiring committee (which also assisted with the hiring of the Development Review Board coordinator) and the Planning Commission in August. He will be in attendance Thursday night.

Consider a motion to appoint Mitchel Cypes as the zoning administrator for a three-year term to commence on October 1, 2015.

6. Presentation on and Discussion of Proposed Dog Park at Geprags Park

Guests: (1) Kathy Karg-Gutierrez

Enclosures: (1) Proposed dog park map

(2) Dog park presentation/discussion materials from 2013

Kathy will be providing an update on work related to the dog park project and is interested in discussing possible next steps. The proposed location of the dog park is Geprags Park. The Selectboard discussed the project during 2013, and the materials presented then are included here as well.

Formal action is not anticipated.

7. Consider Approving Purchase of Replacement Liner for the Wastewater Lagoon

Guests: (1) Rocky Martin, Director of Buildings and Facilities
(2) Erik Bailey, Water/Wastewater Superintendent

Enclosures: (1) Email from Rocky outlining the issue/need to replace

Rocky’s email summarizes the issue – essentially, the liner needs to be replaced now to ensure compliance with our State wastewater permit and so that sludge removal can occur on a schedule that allows land application of the byproduct (the more cost-effective of the disposal options). The quoted cost was \$32,300.

The funds can come from a previously established reserve account, titled, “WW upgrade and replacement” (330-1551-01.00).

Consider a motion to authorize the purchase of a new lagoon liner, not to exceed \$33,000, to be paid from reserve funds set aside for wastewater upgrade and replacement.

8. New Wells and Treatment Project update – costs, schedule, etc.

Guests: (1) Rocky Martin, Director of Buildings and Facilities
(2) Erik Bailey, Water/Wastewater Superintendent

Enclosures: (1) Memo re project schedule and budget

The memo contains more detail, but there are essentially two issues to discuss:

- (1) A change in project schedule.
- (2) An increase in the project’s estimated cost.

The schedule change is unfortunate, but difficulties associated with navigating the State’s permitting process have made the elongated timeline a prudent (if hard to swallow) choice. The increase in the project budget can be addressed in multiple ways, including value engineering (i.e. reduction in project scope/costs) and/or utilization of other funds, as outlined in the memo.

Formal action is not anticipated for the project schedule.

Consider a motion to select one of the budget/funding options outlined in the memo.

9. Water Use and Allocation Ordinance Update

Guests: (1) Rocky Martin, Director of Buildings and Facilities
(2) Erik Bailey, Water/Wastewater Superintendent

Enclosures: (1) To be determined.

At a minimum, the goal is to discuss a draft per gallon allocation fee being designed for water (along with an increase or decrease to the connection fee). The draft fee is a derivation of the “equity share” model discussed in prior meetings. If possible, a copy of the draft fee will be forwarded prior to presentation.

Formal action is not anticipated.

10. Consider Approving the Revised Fire Protection Agreement with St. George

Guests: (1) None

Enclosures: (1) Revised fire protection agreement

There are two changes from the version approved prior: the term of the agreement (one-year instead of three years) and the addition of a “cap” (not to exceed \$29,500). The methodology (basing the charge on a per capita cost of fire protection, using a rolling average based upon five years of actual fire expenses) is unchanged. The folks in St. George are looking to ensure that the amount for the current fiscal year stays within the realm budgeted for and approved by voters (hence the \$29,500 cap). This also provides more time to consider and plan for future fire protection amounts before committing to a longer-term deal.

Consider a motion to approve the revised Interlocal Fire Protection and Response Agreement Between the Town of Hinesburg and the Town of St. George as presented.

11. Town Administrator’s Report

- a. “5+1” – A memo is in the “works” that provides an update on the projects colloquially known as the “5+1.”
- b. *Old Police Station sale* – The attached “write up” is the proposed posting for the sale required as public notice. The subdivision from the larger Town-owned parcel has a tentative first date with the Development Review Board on November 3rd. The subdivision and sale will also require an amendment to the Act 250 permit for the old Police Station.
- c. *Hiring* – Annie Geratowski has accepted the Development Review Board coordinator’s position. Annie comes to us from Shelburne, where she has served in a similar capacity (staff to the DRB and zoning administrator). Annie has a master’s degree in city and regional planning, and a bachelor’s in political science from UVM. Annie is originally from Hartford, VT and resides in Charlotte.
- d. *ICS training* – Discussion on scheduling this training began last September. Fire Chief Al Barber set one up so as to coincide with the Board’s September 21st meeting. Please don’t forget to register for the training online.