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2. Additions/Deletions/Changes to the Agenda

No additions, deletions, or changes to the agenda are planned as of this writing.

4. Presentation of Highway Garage Scoping Study

- Enclosures:** (1) Budget docs
(2) Stormwater/site plan budget docs
(3) Building rendering
(4) Site plan

Steve Smith, of Smith, Alvarez, and Sienkiewicz, will present the scoping study commissioned to provide initial building, site, and budget plans for replacement of the highway garage. The funds for the scoping study, \$9,000, were originally included in the FY15 budget.

The general purpose of the scoping study was to create the foundation from which the Selectboard can decide whether or not to place the highway garage replacement project before voters for bond approval. The Town has a choice between 20- and 30-year general obligation bonds; there is the potential to partner with organizations such as the Lewis Creek Association and The Nature Conservancy to seek and obtain grant funding for stormwater design and management and restoration of the Beecher Brook corridor. To date, the Lewis Creek Association and its consultant have been invaluable assets to the planning process. The Chittenden Solid Waste District participated in site planning discussions, with the drop-off center proposed to remain on site (in the approximate location of the current highway garage).

The scoping study presents an order of magnitude cost for the project of approximately \$3.5 million. This includes costs associated with the building, site work, permitting, and design. Interest rates are at what is likely to be their nadir, with the Bond Bank quoting rates in the 2.0% to 2.5% range (or less, in some instances).

The current goal is to place the question before voters in March, at Town Meeting.

Action:
No action is required.

5. Consider Request for Crosswalk on Pond Road Between CVU Upper Lot and Church Parking Lot

- Enclosures:** (1) Map showing approximate location.

A parent (Jeff Glover) of a CVU student has asked the Town to consider placing a crosswalk on Pond Road to provide a place for students to cross between the upper parking lot on the CVU property and the Community Alliance Church. Statute vests the ability to approve crosswalks with the Selectboard. The highway foreman and police chief have both stated that they have no issues with a crosswalk in this approximate location. Painting would need to comply with applicable standards (as established in the Manual on Uniform Traffic Control Devices).



43

44 **Action:**

45 *Consider a motion to approve the placement of a crosswalk on Pond Road between the upper lot at CVU and the*
46 *Community Alliance Church parking lot used for additional student parking.*

47

48 **6. Discuss Observatory Road**

49

50 **Enclosures:** (1) Subdivision/development sketch plan approval from the DRB

51 (2) Sketch plan (site plan) as approved by the DRB

52 (3) Warranty Deed as filed in October 1991

53 (4) Proposed agreement, as signed in October 1991

54

55 Steve Pcolar, who is proposing a nine-lot, eight-unit subdivision on the Goodrich property on Observatory Road
56 has requested time to speak with the Selectboard about Observatory Road. The question at the heart of the
57 conversation is, essentially, whether or not Observatory Road is a Class III Town road.

58

59 More than 25 years ago, the Town signed an agreement with three members of the Goodrich family that stated that
60 the Town would provide the materials to build Observatory Road to Class III standards; the Goodrich family would
61 perform the work; and once completed the Town would maintain Observatory Road as a Class III road. The Town
62 was seeking, at the time, to maintain a secondary access to its gravel pit and surrounding property and remedy, in
63 part, the fact that the old landfill had encroached on to property owned by the Goodrich family. According to those
64 with knowledge of the discussions, a subdivision and development of some of the Goodrich property was also
65 considered imminent.

66

67 Fast-forward 25 years: Observatory Road was never accepted as a Town highway per the provisions established in
68 statute; no development proposal materialized until now; an access gate was installed beyond the only residence on
69 the road; and what was constructed of the road was not continually maintained.

70

71 Mr. Pcolar contacted the Town in late 2014 regarding his belief that the Town owned Observatory Road and should
72 be the party required to ensure it met Class III road standards. The ownership of the right-of-way was quickly
73 determined (the Town does own that), however, the question then became one of whether or not the road was ever
74 finished per the original arrangement. The Town's contention to date has been that the road was not finished as
75 required by the original agreement (per the Highway Foreman). Mr. Pcolar disagrees with the assessment, and has
76 allegedly commissioned an analysis that supports his contention. Town Attorney Bud Allen has seen the analysis,
77 and provided the description relied upon throughout. If the road was finished per the original arrangement, then the
78 Town's maintenance responsibilities are clearly established.

79

80 The work of upgrading and maintaining Observatory Road as a Class III road has not been budgeted or planned for.
81 In a vacuum, Observatory Road would not make the list of priority places to spend scarce road maintenance dollars.
82 However, the Town also has a responsibility to live up to its end of an arrangement. Class III roads are eligible for
83 State Highway Aid, so some level of financial assistance for future maintenance costs exists. There is no evidence



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84 that the Town has ever adopted the road as required in Title 19 in statute; formal acceptance is necessary to
85 formalize Town ownership and be eligible for highway aid.

86
87 Town Attorney Bud Allen has presented a similar viewpoint as well (if the road was completed per the
88 arrangement, then it is to be considered a Class III Town road).

89
90 This is intended as an initial discussion only.

91
92 **Action:**
93 *No action is required.*

94 95 **7. Discuss Town Ownership of the Vestry Building**

96
97 **Enclosures:** (1) A short “history” of the Vestry.
98 (2) A quit claim deed between the New England Annual Conference of the United Methodist
99 Church and the United Church of Hinesburg.

100
101 There has been a request to “convey” the Vestry building to the Town by the United Church of Hinesburg. Who
102 actually owns the vestry isn’t as clear as it should be; the evidence presented to date has not been absolutely
103 conclusive.

104
105 Regardless, the condition of the building is a concern, as it clearly has not been maintained. The Town recently sold
106 a similar building, whose condition was not as poor as the Vestry’s appears to be. The building provides aesthetic
107 character and is a slice of history, meaning it is not with its charms and/or virtues. What the Town does not know at
108 this time is what it gets nor what would be required to make the space something other than the deteriorating
109 landmark it is now.

110
111 **Action:**
112 *No formal action is required; direction would be useful.*

113 114 **8. Consider Approving Use of Fire Impact Fee Revenues for Heating Upgrades**

115
116 **Enclosures:** (1) None

117
118 Fire Chief Al Barber will be joining us. This is the second phase of upgrades to the heating system at the Fire
119 Station, with the initial phase and use of impact fees approved in 2015 (an amount not to exceed \$15,000). The total
120 cost for the second phase is approximately \$19,000; the impact fee account for fire has more than \$85,000 as of this
121 writing.

122
123 Heating system upgrades performed now are (essentially) a pre-payment and advance installation as related to
124 improvements and additions to the fire station. To quote from a November 2015 memo creating the nexus between
125 impact fees and the heating system upgrades: “The heating system is a core component of the station upgrade and
126 addition, which in turn is one of the two allowed uses of fire impact fee revenues (per the Town’s impact fee



127 ordinance). The project may eventually be built in this manner – in pieces as opposed to all at once – given the
128 fiscal limitations associated with the Town’s multiple capital and facility needs.”
129

130 **Action:**

131 *Consider approving the use of fire impact fees in an amount not to exceed \$19,000 for the purpose of completing*
132 *the second phase of the heating system upgrade.*
133

134 **9. Consider Approving Street Closure in Creekside for Halloween Festivities**

135
136 **Enclosures:** (1) Request from Creekside Community Association executive board to close the streets
137

138 The annual Halloween event in the Creekside neighborhood has drawn as many as 500 kids to some houses. The
139 2016 request is the same as those in past years – close most of Farmall Drive and all of Fredric Way.
140

141 **Action:**

142 *Consider a motion to approve the closure of Frederic Way and most of Farmall Drive from 6:00 p.m. to 8:00 p.m.*
143 *for Creekside’s annual Halloween event on Monday, October 31st.*
144

145 **10. Discuss Shared Zoning Administrator Position with the Town of Richmond**

146
147 **Enclosures:** (1) None
148

149 The Town’s current Zoning Administrator, Mitch Cypes, will be moving into the Development Review Board
150 coordinator’s position vacated this summer. That move, in turn, leaves the 20-hour per week zoning administrator’s
151 position vacant. Richmond also has a vacancy for a 20-hour week zoning administrator. Staff from the two
152 communities has discussed combining the pair of part-time positions into, effectively, one full-time position. What
153 is being sought Monday night is a blessing to pursue the move from the Selectboard. While details need to be
154 worked out regarding benefits, interview format, and so on, the Town’s FY17 budget could accommodate nearly all
155 scenarios forecast regarding costs. The hope is that the “full-time” position draws capable and experienced
156 candidates who can be more easily retained. The Richmond Selectboard has already “blessed” the concept. If the
157 Selectboard agrees, the Town Administrator’s office would work with the Town Manager’s office in Richmond to
158 put together job postings and work out the details mentioned above and commence the hiring process.
159

160 **Action:**

161 *Consider approving a partnership with the Town of Richmond to advertise and hire a shared zoning administrator.*
162

163 **11. Consider Approving the Resolution for a Municipal Planning Grant Application**

164
165 **Enclosures:** (1) Email from Alex Weinhagen, Planning and Zoning Director, re the MPG application and
166 resolution
167 (2) Application/project summary
168 (3) Resolution
169



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170 Seeking a Municipal Planning Grant for the project has been discussed on multiple occasions, including during the
171 FY17 budget cycle, and is baked into the capital plan and budget.

172

173 To quote from the project summary:

174 “Hinesburg’s Zoning Regulations were first adopted in 1972. After 40+ years of additions and piecemeal revisions,
175 the regulations have become overly complicated, difficult for people to understand, frustrating for Town staff to
176 administer, and likely to collapse under their own weight. The goals for the project are to make the regulations
177 shorter, simpler, and easier to understand. We plan to add graphics, drawings, and other visuals to better explain
178 standards/goals – i.e., add a picture, delete 1,000 words. The Town will retain a consultant to take the lead on this
179 project, but will also utilize Chittenden County Regional Planning Commission (CCRPC) staff resources to assist.”

180

181 **Action:**

182 *Consider a motion to approve submittal of the municipal planning grant application and resolution as presented.*

183

184 **12. FY16 Budget Report**

185

186 **Enclosures:** (1) None as of this writing.

187

188 With the reserves settled, and the audit complete, the goal is to provide a FY16 budget report showing how the
189 fiscal year just ended. The report will be available Monday night.

190

191 **Action:**

192 *No action is required.*

193

194 **13. Town Administrator’s Report**

195

a. *Old Police Station* – Closed/sold.

196

b. *Retreat write-up* – The table discussed at the Selectboard’s retreat is in progress.

197

c. *Short report* – The quick turn-around and busy weeks have shortened the report.

198

d. *The “two-and-two” table* – In development; there’s some fluidity to what will be happening as the budget
199 schedule commences in earnest. November 7th is notable as it’s the date of the hearing for the solar tracker
200 purchase bond vote.

201

201