

1 **SELECTBOARD MEETING**

2 April 28, 2021

3 Attending the meeting; Phil Pouech, Merrily Lovell, Mike Loner, Maggie Gordon, Dennis Place, Joy Dubin
4 Grossman, Todd Odit, Rolf Kielman, Nina Friscia, Lynnette Claudon, Shawna L., Scooter MacMillan,
5 Matthew Lapierre, Carl Bohlen, Erik Bailey, Wayne Elliott

6
7 Meeting called to order at 7:00 p.m. via zoom

8 Phil welcomed Todd, Hinesburg's Town Manager, to his first official Selectboard meeting.

9 Additions / Deletions and Public Comment

10 There were no agenda changes.

11 Rolf Kielman, part of a group looking to restore and use the Vestry building, was present regarding
12 parking requirements from the DRB. As part of their DRB requirement they need more parking spaces,
13 Rolf is asking for permission to use the parking lot at Town Hall for additional parking needs. The DRB is
14 looking for something in writing giving access for parking. They would need a commitment for 12 spaces
15 when they need to use that overflow; one Friday evening a month, the second Sunday evening of the
16 month, third Saturday afternoon of the month and fourth Sunday evening of the month.

17 Mike asked Rolf what type of events he anticipates. Rolf said there is a lot of fund raising to be done so
18 this would be 2 or 3 years out. The plan is for it to be a small community center.

19 Todd asked if the DRB is looking for exclusive use or permission to use. Rolf said just permission to use
20 the parking spaces.

21 It was agreed that communication will be a key to making sure they avoid conflicts with other activities
22 needing the spaces.

23 Phil moved the Selectboard agree to allow the Hinesburg Vestry Community Organization to use the
24 Town Hall parking lot as long as it does not interfere with normal business. Second by Mike and
25 approved with 4 yes votes. Dennis recused himself as he is a member of the DRB.

26 Matthew Lapierre asked in relation to the Al Barber issue, what role do the citizens have in any
27 discussion or decision.

28 Phil said this is not a vote for the public to decide what happens with personnel. The Board and Town
29 Manger have been communicating on what they know about the incident. The Town Manager would
30 decide what actions, if any, would be taken.

31 Todd added that the discrete issue that arose was addressed and closed while the Town was in the
32 Interim Town Manager phase. That does not necessarily mean the issue is over. This is something he is
33 actively working on and developing a long term plan. Regarding the posting, action was taken and what
34 was asked to be done was completed so that is closed. There will be more forthcoming on how the
35 Town will move forward. The community is welcome to send their opinions on how we move forward.

36

37 Town Manager Report

38 Todd said it has been a very busy week. He worked with Joy to get an overview of current Town issues,
39 met with Town Department heads about those issues as well as review current projects.

40 In the immediate future he plans to:

- 41 ➤ Work on a draft personnel policy
- 42 ➤ Review the draft HFD job descriptions and meet with the department to discuss them
- 43 ➤ Meet with Jeff Forward, Erik Bailey, and Chief Cambridge to get an overview of the PD solar
- 44 project
- 45 ➤ Meet the rest of the staff
- 46 ➤ Handle any issues as they arise

47 Todd said going forward he plans to send memos to the Board on any action items.

48 Joy noted there has been a delay in the new website going live. The date is now May 4th.

49 Selectboard Forum / Correspondence Received

50 Maggie noted the need for the Board to still address the correspondence from Tim Clancy regarding
51 policy on requests to fly a specific flag on the Town flag pole. Phil said this can be added to a future
52 agenda.

53 Phil reminded us that Green Up Day is this Saturday, May 1.

54 a) Acknowledgement of Martha Illick and Terrance Dinnan.

55 Merrily read a tribute to Marty Illik. Copy of the resolution attached to the minutes.

56 **Hinesburg Selectboard Resolution honoring Marty Illick**

57 Marty Illick and her husband Terry Dinnan died on Monday, April 19, in
58 a boating accident near their home on Lewis Creek.

59 Marty was well known in Hinesburg. She was the co-founder and long-time Executive Director
60 of the Lewis Creek Association, a resident of Charlotte, and long-time member of the Chittenden
61 County Regional Planning Commission representing Charlotte. Marty's goal and passion was to
62 help our towns think beyond the political boundaries when considering land use policies,
63 especially those regarding water and wildlife. She was both a passionate and pragmatic
64 conservationist, always laser focused on how to improve our waterways, particularly Lewis
65 Creek, the LaPlatte River and Lake Champlain. She had a keen grasp of the details and paid
66 attention to providing quality service to towns, but she was always able to keep the bigger
67 dreams, concepts and contexts in the picture. These were her true gifts.

68 Here in Hinesburg, she and the rest of the Lewis Creek Association team helped inform and
69 inspire our planning around water resources. Her efforts allowed much needed information
70 to come to the Hinesburg Planning Commission and Selectboard. She appeared in front of our
71 Planning Commission multiple times to provide information, answer questions, and spur us all to
72 do more. She found funds that supported LCA's collaboration with Hinesburg to address
73 stormwater issues in the village and in the rural area of town. She developed

many projects here, such as the Silver St. Rain Garden, the floodplain restoration at the town garage, and the Ahead of the Storm demonstration project at CVU. Marty's warm enthusiasm was contagious. She was an inspirational leader in working to improve our environment, and she will be sorely missed. Her warmth, enthusiasm and vision will live on in those who carry on her work.

Interview of Candidate for Planning Commission

a) Nina Friscia.

Nina has lived in Hinesburg since 2018 and would like to be involved in the community. She previously lived in St. George and was on the Selectboard and Planning Commission in that town.

Maggie asked Nina if she has attended PC meetings. Nina said she has attended a few. Maggie asked if there was anything that stood out that is of interest to her. Nina said she finds it all interesting, especially river corridors.

Joy asked some questions sent to her by Alex. She asked Nina if she can make the meetings, if she plans on staying in Hinesburg, if she believes in community planning. Nina answered yes to all the questions.

Dennis asked how the Selectboard has in the past made sure there is a good mix of people on the Commission. Phil said the Board works to appoint individuals with a good representation of ideas.

Merrily suggested people encourage others to apply to Commissions, Committees and Boards.

Phil moved to appoint Nina Friscia to the Planning Commission to the remainder of a 2-year term ending in 2023. Second by Merrily and approved with 5 yes votes.

Public Hearing – FONSI (Findings of No Significant Impact) for Wastewater Expansion Site

Lynnette Claudon, of the State of Vermont, and Wayne Elliott, engineer for the project, were present to review this with the Board.

Lynnette explained that the Town is proposing to use Federal funding through the Vermont State Clean Water Fund. Projects using Federal funding are required to review environmental impacts and that is the purpose of the FONSI. There are two public comment periods for this. Tonight's meeting is one and the DEC will be issuing a public notice with a 30-day period for public comments. Comments can be sent to Lynnette.Claudon@vermont.gov

Phil moved to open the Public Meeting, second by Mike and approved with 5 yes votes.

Wayne reviewed the environmental report and physical work that will be happening in phase 1.

Phil moved to close the Public Meeting, second by Mike and approved with 5 yes votes.

Consider Acceptance of Proposal by P&H Senesac Lagoon 1 Sludge Removal

Erik reviewed the contract to clean out the sludge from lagoon 1 in preparation for installation of the wick drains for the wastewater project. Most of the cost should be eligible for the loan and other programs that are available.

110 Wayne added they have been working with the State on required work to be done. This is a critical part
111 of the project and timing is critical. He recommends moving forward with this option.

112 Phil moved to approve entering into the contract with P&H Senesac for lagoon 1 sludge removal as
113 presented to the Board. Second by Mike and approved with 5 yes votes.

114 Consider Approval of Assistant Town Manager Job Description and Salary Range

115 The Board reviewed the document with Todd and asked Joy how she felt about it. Joy said it was a good
116 discussion with Todd putting this together and she is comfortable with it.

117 Mike asked Todd what the thought is behind having the Assistant TM be the oversight for all
118 department heads. Todd said he and Joy discussed that and the intention is for the Assistant to be the
119 first point of contact with any issues. If not able to be resolved it would then go to the TM.

120 Merrily moved to approve the Assistant Town Manager job description. Second by Mike and approved
121 with 5 yes votes.

122 Discussion of Operating Guidelines for Orderly Conduct of Business

123 The Board reviewed the suggested changes made. This will be reviewed with the changes at a future
124 meeting.

125 Budget Status Report FY 21

126 Reviewed and noted revenue for Police fines is down due to COVID, as well as Recreation revenue
127 down.

128 Highway salaries down due to positions not filled.

129 Consider Approving Minutes for 4/7/21, 4/17/21 and 4/21/21

130 Phil moved to approve the minutes from 4/7/21 as amended, second by Merrily and approved with 5
131 yes votes.

132 Phil moved to approve the minutes from 4/17/21 as submitted, second by Maggie and approved with 5
133 yes votes.

134 Phil moved to approve the minutes from 4/21/21 as submitted, second by Merrily and approved with 5
135 yes votes.

136 Consider Approving Warrants

137 Phil moved to approve the warrants signed by himself and Merrily, including payroll, as submitted by the
138 Town Treasurer. Second by Maggie and approved with 5 yes votes.

139 Consider a Motion to Enter Executive Session Under Provisions of 1 V.S.A. § 313(a)(3) for the
140 appointment or employment or evaluation of a public officer or employee

141 Phil moved to go into executive for two topics; personnel evaluation of a public officer and for payroll
142 discussion including Todd and Joy. Second by Merrily and approved with 5 yes votes.

143 Phil moved it is allowed to enter Executive Session Under Provisions of 1 V.S.A. § 313(a)(3). Second by
144 Mike and approved with 5 yes votes.

145 Merrily moved and Mike seconded for the Board to exit executive session at 10:27 p.m. The motion
146 passed 5-0.

147 Merrily moved and Mike seconded for the Selectboard to set a salary range for the assistant town
148 manager position at \$60,000 - \$75,000. The motion passed 5-0.

149 Merrily moved and Mike seconded for the Selectboard to adjourn the meeting. The motion passed 5-0.

150 Respectfully submitted,

151 Valerie Spadaccini, Clerk of the Board

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