

1 **SELECTBOARD MEETING DRAFT**

2 September 15, 2021

3 Attending the meeting; in person / Maggie Gordon, Dennis Place, remotely was Merrily Lovell, Phil
4 Pouech and Mike Loner.

5 In person /Todd Odit, Joy Dubin Grossman, Jason Turner. Remotely was Renee Mobbs, James Jarvis, Jamie
6 Martell, Scooter MacMillan, Janet Francis.

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

8 There were no changes to the agenda and no public comment.

9 Selectboard Forum

10 Phil said he appreciated the packet and memos put together by Todd for the Board's review. He asked
11 Todd for an update on the crosswalk request by Annette's Daycare during the Town Manager report.

12 Approve Minutes of 9/1/21

13 Phil moved to approve the minutes of 9/1/21 with any changes made tonight. Second by Mike and
14 approved with 5 yes votes.

15 Consider Enforcement of Zoning Violation at 88 Charlotte Rd (Jake's Tree Service)

16 Phil said there is clear documentation of the history of actions regarding the violation. Not much has been
17 done to correct the violation He also has noticed some very smelly bon fires at the location.

18 Jim Jarvis, Zoning Administrator, said he is not aware of the fires. This appears to be a fairly industrial size
19 use. Jim added this has been dealt with in a progressive and sensitive action which has all been
20 documented.

21 Maggie moved to authorize the Zoning Administrator to engage the Town Attorney in order to enforce
22 the Jake's Tree Service zoning violation. Second by Phil and approved with 5 yes votes.

23 Discuss Abandonment of Observatory Rd Spur Request

24 Todd noted the Town never adopted this a road, if they choose to convey the parcel there is no need to
25 follow the process to discontinue a highway. It would be done as a land conveyance.

26 Phil said he has gone up and looked at the area. He is not in favor of considering selling this piece of
27 property, it provides good access to the closed landfill which at some point could be used as a recreational
28 area.

29 Merrily agrees with Phil and said she also went to look at it and there are a lot of nice trails for walking on
30 the land.

31 Mike agreed with Merrily's assessment.

32 Dennis asked if we do not give it up, would it make sense to make it a class 4 road. How will the Mobbs
33 access their land, will they have to build another road? Todd explained the Mobbs have a right to use
34 that land to access their land.

35 Renee Mobbs said they have a deeded right-of-way. She said she would be concerned if she was the
36 person responsible for maintaining it, if it would be used for a Town trail or Town recreation. She added
37 it seemed odd to her that non Town insured contractors would be mowing the landfill, this seems like a
38 liability issue. She asked if the Board has talked with Mike Anthony about his opinion about the road.

39 Mike L said he talked with Mike A who said maintaining the road is not something he is looking to do.
40 When Mike L mentioned the conversation with the Mobbs, Mike A said he did not recall having a
41 conversation with them about maintaining the road.

42 Renee said she would hope the Town would require appropriate insurance from anyone mowing it.

43 Maggie said the Planning Commission is reviewing the R1 zoning district and we have no idea what future
44 trail connections might be proposed and feels it would be short sighted to give up a potential trail
45 connection.

46 Phil moved to not consider the abandonment of the Observatory Rd spur at this time. Second by Mike
47 and approved with 5 yes votes.

48 Consider Approval of Temporary Transport Contract with Richmond Rescue

49 Phil noted the price is what Richmond quoted before and it seems to be an appropriate interim measure.

50 Dennis said Hinesburg Frist Responders do a great job and are the scene well before the ambulance.

51 Mike moved to approve the ambulance transport service with Richmond Rescue for October 1, 2021
52 through June 30, 2022 for a total cost of \$36,000. Second by Maggie and approved with 5 yes votes.

53 Consider Approval of Town Hall Computer Network Management Contract

54 Todd provided the Board with more information as requested at the last meeting.

55 Maggie noted she talked with Amy Grover, Bolton Town Clerk. They just signed their second contract with
56 the Techgroup. They are pleased with the service, the Techgroup stays within the budgeted amount and
57 for anything outside the contract they provide estimates for the work.

58 Dennis said the IT employee at his work has worked with the Techgroup in the past and said they are very
59 reputable. Unfortunately, there is a cost to dealing with cyber security.

60 Mike noted we are currently spending about \$500 in tech support with them. While this would be an
61 increase, it will provide a lot more services.

62 Maggie moved to approve the Essential Care Managed Services at \$560.00 a month and the Vermont
63 Cloud Data Restoration Platform at \$210.00 a month. Second by Phil. Todd noted that if they go for an
64 additional year (a three year contract)they will save the onboarding fee Of \$850.00.

65 Maggie amended her motion to include the wording "approve a three year contract". Phil agreed to the
66 amendment. The amended motion was voted and approved with 5 yes votes.

67 Consider Adoption of Personnel Policy Manual

68 Todd said he has shared a copy with departments heads. This is taken from the VLCT model so it has been
69 vetted and is more specific than the current one.

70 Todd noted the removal of comp time for salaried employees as that is not appropriate / limiting flexing
71 of holidays to one / and the new social media section. This is a living document and can be changed as
72 appropriate.

73 Phil suggested language that would ask the TM to inform the SB, when appropriate, if there is a case of
74 suspected fraud or disciplinary action the employee wants to appeal. Phil asked about the change in the
75 health insurance opt out from a set fee to a percentage and what the financial impact of that is.

76 Todd said he agrees about informing the SB but is not sure the Personnel Policy is the appropriate place
77 to include that.

78 Todd said it is about a \$2000.00 increase in cost to the Town for opt of for an employee that receives the
79 benefit. The idea is to make it more attractive for an employee who has the option to out which saves
80 the Town money on insurance

81 Merrily suggests addressing the TM informing the Board, when necessary, at the retreat to talk about
82 where that might be included. Todd suggested the Board Code of Conduct document.

83 Merrily said she sees that the policy covers the Police and Fire department employees, it also covers what
84 are considered "volunteer" fire department employees. She finds the term volunteer employee
85 confusing. Phil said while they are volunteers, they are paid by the Town. Todd pointed out the section
86 in the policy that addresses volunteers.

87 Maggie moved to approve the Town of Hinesburg Personnel Policy Manual dated 9/20/21. Second by
88 Mike and approved with 5 yes votes.

89

90 Consider Revision to Sidewalk Winter Maintenance Policy

91 Phil moved to modify the Sidewalk Winter Maintenance Policy to allow earlier removal of snow in
92 anticipation of larger storms prior to 4 inches of accumulation. Second by Mike and approved with 5 yes
93 votes.

94 Consider Employee Request for Financial Support for Vermont Leadership Institute

95 Joy Dubin Grossman said she has wanted to attend the Vermont Leadership program for years and has
96 been encouraged to do so. She is excited to become a better leader and is looking for the Town to support
97 her.

98 Phil said the program was transformational for him and supports the request. He added Joy has proven
99 she values the Town and is a good Town employee and this will help make her a better leader.

100 Todd said he took a similar program and as Phil said it was eye opening. He believes investing in your
101 leaders is a good thing.

102 Maggie said she spoke with Joy earlier about this and said she wants Hinesburg to be a town that supports
103 employee opportunities.

104 Phil moved to support the request as outlined in the Board's packet by Joy Dubin Grossman and support
105 her attendance in the Vermont Leadership Institute Program for 2021. Second by Merrily and approved
106 with 5 yes votes.

107 Consider Approval of Contract #1 Step III CWSRF Amendment

108 The amendment is to increase the loan amount by \$170,000.00.

109 Mike moved to approve submitting the Clean Water Revolving Loan Fund Amendment seeking and
110 increase of \$170,000.00. Second by Maggie and approved with 5 yes votes.

111 Consider Approving Bond Anticipation Note for Wastewater Improvement Project

112 Maggie moved to approve the Bond Anticipation Note for the Wastewater Improvement Project. Second
113 by Mike and approved with 5 yes votes.

114 Town Manager Update

- 115 • Engineering quote for the traffic and crosswalk study at Annette's Daycare was higher than
116 anticipated. Todd will go back to them to see if it can be reduced. If not, the default is to remark
117 the crosswalk at the church and improve signage and see about doing a speed study to reduce
118 the speed in that area.
- 119 • Regarding the speed limit at the South end of Town on Rt116, Todd received notice from the State
120 that they will initiate the speed study. Mike asked about the 35 mph limit on Mechanicsville Rd.
121 if the limit is reduced to 25 mph toward the end of Pond Rd. Todd will check into addressing that.
122 Dennis asked about the 50 mph limit North on Rt 116 as it is a very populated area and there are
123 a high number of accidents by the Place Rd intersection. Todd said he can ask the State to if it
124 can be added to the speed study.
- 125 • The Town has received half of the ARPA funds we will be getting.
- 126 • A new highway employee has started. There is one position left to fill for highway.
- 127 • The owner of Theo, dog in the viscous dog hearing, called and said they could not bring the dog
128 to the appointment for euthanasia. They said they will reschedule for next week. The Police
129 Department has started drafting a warrant to the get the dog and impose civil fines if needed.

130 Phil mentioned interest from residents on the Richmond Rd sidewalk. As far as the intersection road re-
131 alignment it will be delayed till Spring.

132 Joy said she is looking at putting together some language regarding the formation of a Diversity, Equity
133 and Inclusive Committee as has been discussed for some time. She will be looking for individuals who are
134 interested in serving on this committee. Mike asked if we should form the committee first and then look
135 for people to serve on it. Joy said she thinks it might be able to be done simultaneously. She will talk
136 further with Mike on this.

137

138 Jason Turner was present in hopes of getting an update on the water situation regarding the landfill.

139 Joy said the Town has received three proposals for the work. They are very different and Joy needs to
140 talk with them further about their proposals.

141

142 Consider Approving Warrants

143 Maggie moved to approve the warrants signed by herself and Merrily, including payroll, as submitted by
144 the Town Clerk. Second by Phil and approved with 5 yes votes.

145 Adjourn

146 Phil moved to adjourn at 8:59 p.m., second by Mike and approved with 5 yes votes.

147 Respectfully submitted,

148 Valerie Spadaccini, clerk of the Board