



Select Board

Town of Hinesburg
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Meeting Minutes – December 17, 2018

- Draft -

Attending the Meeting: Phil Pouech, Aaron Kimball, Merrily Lovell, Tom Ayer, Andrea Morgante, Renae Marshall, Joy Dubin Grossman and attached list.

Meeting called to order at 7:02 p.m.

There were no changes to the agenda and no public comments.

Board, Committee, Commission Reappointments

The Board was provided with a list (see attachment) of CBC term renewals / appointments – 2019. There is a correction to the list to show that on the Trails Committee Charles McAthur's term will expire 1/01/22.

Tom moved to reappoint the people on the CBC renewal list, confirming the availability of those names printed in blue, with term expiration dates to be adjusted by the Town Administrator. Second by Merrily and approved with 5 yes votes.

The Board will look at the possibility of reducing the number of members on some of the larger committees in January.

Consider Approving Workers Comp / Property & Liability Insurance Bid for 2019 Calendar Year

Renae prepared a comparison of coverages and costs for the two companies that sent in bids for review with the Board. The committee recommends staying with PACIF. While the cost to insure is higher with PACIF the coverage is greater with PACIF.

Andrea moved to award the contract for insurance to VLCT PACIF for the calendar year 2019. Second by Tom and approved with 5 yes votes.

FY 20 Capital Budget and Department Budget Presentations

Highway Department

Highway Foreman, Mike Anthony, presented the proposed budget for Highway. Mike asked about the additional \$30,000 he has included in the excavation line for potential repair work on McGee Hill Road. Should it be in Highway or the General Fund. Phil said this is for potential repair of McGee Hill Road which is a settlement of an outstanding legal issue and the Town has offered to make some improvements to the drainage on the road. He noted it could be put in as a special line. Renae said she spoke with PACIF about this and since it is still in mediation, it should be put in as a placeholder and we should have final confirmation before the budget is finalized if we need to keep it in the budget. Andrea asked about the Town's legal fees associated with this issue. Renae said PACIF has an attorney to handle these type of incidents.

Mike said he is waiting for a quote on the striping work and a quote for radio maintenance.

They have two grants approved and will do work on Lavigne Hill Road and Hayden Hill Road W.

Capital Transfers were reviewed. Additional suggested requests were reviewed and Mike said his priority is the screen plant. Mike said if the Town had a screen plant he could take \$15,000 from the budget which is currently allocated to hire someone to do that work. There is an addition to begin to save for the Case tractor replacement.

Alex asked if the plan for paving work on Charlotte Road is to be to the current width or are there plans to widen it. Mike said it will be paved to the current width of 24 feet. To make it wider would substantially increase the cost. Phil asked about grant opportunities. Mike said part of the class II grants could include that but it would then shorten up the distance being paved. Andrea added part of that is needing to accommodate a wider paved shoulder, then a gravel shoulder and then the ditch.

Planning & Zoning / Technology / UPWP Projects

Proposed budget reviewed with Alex. Alex noted he increased the amount in professional development for increased training and continuing education and bring trainings to committee meetings. There is an increase in special projects to leverage more UPWP funding.

The project of the intersection work at RT 116 / Charlotte Road was discussed and it was suggested to put some money in the budget for work if interested in moving ahead with this project. Alex suggested \$20,000 and he will try to get an actual amount before the budget is finalized.

Tom asked what opportunities there are to move ahead with a trail up the Richmond Road. Alex noted the Richmond Road / North Road intersection is a good place to start and then move on from there with a connection. Andrea said there is a need to reach out to the residents on Richmond Road to see what landowner cooperation they will get.

Technology proposed budget review. Computer hardware is decreasing. That is a function of the server replacement done every five years and is being done this year. Discussed replacing the projector with a new digital projector. Alex suggested replacing it this year and to find the funds to do so.

Revenue projections reviewed. More than anticipated came in last year so Alex is increasing by \$5,000

for FY20.

Conservation Commission

Mike Bissonette and Bob Hyams reviewed the proposed budget. The natural resources line is proposed at an increase to \$8,000. Bob explained the project is to have a natural resources inventory. The first phase would include access to all available data, work with the consultant on the issues going on in Hinesburg, and information on how to use the data to the advantage of Hinesburg. Phase two (cost not included in this budget request) is more on the ground field assessments which are integrated into the data. Mike B said this will be a good tool to help developers identify areas where there are natural resource considerations and plan accordingly. Bob said the Board can look at the town of Charlotte's map as an example.

Buildings and Facilities

Rena reviewed highlights with the Board. Discussed the 30% cost/share for salary using Erik's salary. It could be any of the Department members doing the work not just Erik. The Town Forest Committee will be using revenue from timber harvesting so are not requesting any funds. In the capital budget there is some money included for lot 1 so funds are available if the Town wants to get started on any projects for the lot. Also funds to start saving for a new sidewalk plow/sander. Discussion on sidewalks included using information from the sidewalk study to see if we are putting enough money aside for improvements. Aaron noted a priority should be the section across from the white church. Andrea asked if this is a better place to put funds for the Route 116/Charlotte Road intersection as opposed to highway since it is primarily a sidewalk project.

Tom asked if the Town has seen significant savings from the solar trackers or is that mainly on the water/wastewater account. Phil said they can have Missy look at how much the credits are and how much associated costs are. Phil noted last year was a wash.

Town Administrator

Talked about the budget status with Reane in regards to legal costs in anticipation of what will be needed to be budgeted next year. Will review the TA proposed budget next meeting. Briefly reviewed the Selectboard budget too. Andrea suggested there might be an opportunity to hire AmeriCorps volunteers to do some work on projects to aid staff with their time constraints. She said we could take this year to investigate what kind of positions AmeriCorps have and what we would budget for that.

Town Administrator Report

Rena reports she has been very busy with budgets and the insurance quotes. All agreed the time spent on getting the insurance quotes and reviewing them was well worth it.

She received the proposal for engineering assistance to review the Town sidewalk system.

Action Item - Phil said the Board should make a decision on the proposal at the next meeting.
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Select Board Forum

Tom reminded all to get their tickets for the benefit concert for the Bissonette Recreation Fields.

Phil reminded the Board he will not be able to attend the January 7, 2019 meeting but will be participating via phone and watching the meeting on line.

Phil said he received an email from Wayne Swab noting how happy he is with our Highway crew on their quick response taking care of a problem with his mailbox.

Phil was called by the Citizen today and asked about the executive session meeting. He reported it was to get an update on where we are at in the process with the Hannaford DRB decision. We do have a motion to stay the 120-day clock and are waiting for a decision on that motion. The Board feels it is the best approach for the Town to wait for the decision to minimize exposure and costs and the fact that there are a lot of other decisions being made regarding the DRB denial. Council advised what the Town's options are.

Review Minutes from December 10, 2018

Andrea moved to approve the minutes of December 10, 2018 as amended. Second by Tom and approved with 5 yes votes.

Consider Approving Warrants

Aaron moved to approve the warrants, including payroll, as submitted by the Town Treasurer. Second by Andrea and approved with 5 yes votes.

Motion to adjourn at 10:08 p.m. by Andrea, second by Tom and approved with yes votes.

Respectfully submitted,
Valerie Spadaccini, clerk of the Board