



Select Board

Town of Hinesburg
10632 Route 116 Hinesburg VT 05461
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Meeting Minutes – February 17, 2021

- Draft -

Attending the Meeting: Phil Pouech, Merrily Lovell, Jeff French, Mike Loner, Maggie Gordon, Joy Dubin Grossman, Missy Ross, Joan Holloway, Al Barber, Lela McCaffrey, Kellie Stoll, Carl Bohlen, Jen McCuin, Mary Beth Bowman, Mike Webb

Meeting called to order at 6:30 p.m. via Zoom.

Consider a Motion to Enter Executive Session Under Provisions of 1 V.S.A. § 313(a)(1)(a)2&(a)(3)

Phil moved that executive session is appropriate for the purpose of evaluation of a potential hire and a personnel issue. Second by Merrily and approved with 4 yes votes. (Jeff was not yet present)

Phil moved the Board go into executive session under Provisions of 1 V.S.A. § 313(a)(1)(a)2&(a)(3) and include Joy. Second by Merrily and approved with 4 yes votes. (Jeff was not yet present)

Mike moved to come out of executive session. second by Merrily and approved with 5 yes votes.

Additions / Deletions and Public Comment

There were no agenda changes or public comment.

Town Administrator Report

- It has been recommended that Hinesburg not pursue the Northern Border Grant (NBRC) at this time. The Town has funding for phase 1. We will apply for the grant next year when phase 2 will be underway.
- The Town received a copy of the new guidelines from VT Dept. of Transportation regarding helipads and airports.

- Continuing with preparation for the March 1st Zoom Information Town Meeting. An agenda will need to be posted.
- The new town website is progressing and has moved from the design phase to the developer's phase.
- Garin Frost, of Frost Beer Works, will not be pursuing his plans for expansion to the Cheese Plant at this time.
- Joy placed form PVR-4155 Certificate – No Appeal or Suit Pending in the meeting packet. This closes out any potential appeal of the Grand List for calendar year 2020.

Select Board Forum / Correspondence Received

Phil brought up correspondence from the Fire Department expressing concern with wording on the informational mailer regarding Town Meeting and articles to be voted on. The concern was the statement regarding a no vote on the ambulance budget resulting in contracting the service. Phil said in his opinion the intent was that if there is a no vote the Board will contract for the interim while they figure out why it did not pass and look at how they would bring an ambulance to Hinesburg as that is what the voters approved. The other Board members were in agreement with Phil.

The Board received an email from Bill Moeller on the same topic with the same concern. Phil will respond to Bill with the Board's position on this.

Merrily asked about the increase in the Select Board budget. Joy noted they increased the professional services for anticipated needs.

Phil said the work on hiring a new Town Administrator / Manager is continuing.

Presentation of the Draft Audit Fothergill, Segale & Valley

Lela McCaffrey, of Fothergill, Segale & Valley, reviewed the draft audit noting there was nothing of concern.

Merrily asked Lela her opinion of current staffing in Town. Lela said the current staff does a good job and gets the necessary work done. She commended Missy, Joan and Heather Roberts for their attention to the work.

Phil moved to approve the draft audit and management letter from Fothergill, Segale & Valley. Second by Mike and approved with 5 yes votes.

Update and Possible Action on Town Administrator / Town Manager Search

Phil thanked Dawn, Joy, Department Heads and the search committee for their work. There have been three formal interviews to date.

Review FY 21 Budget Status Report

Phil asked about the allocation fees for sewer and water being collected and how they are applied. The intent was to use those funds toward the bond. Missy said she tracks them in a spreadsheet but they are not put in a separate fund. It was suggested to have a meeting with Eric Bailey and Missy to discuss this.

Phil asked about the increased income in recording fees. Missy said it is not necessarily more documents being recorded but the State increased the fee structure.

Committee and Commission Interviews

- **Recreation Commission Applicant** - Mike Webb has lived in Town for 4 years. He joined the Energy Committee 3 years ago and is looking for the next in opportunity for being involved in Town. He wanted it to be focused on his children, he has helped out with getting the ice rink up and running and has attended three Rec Commission meetings.

Phil moved to appoint Mike Webb to a 3-year term to the Recreation Commission ending in January 2024. Second by Mike L and approved with 5 yes votes.

- **Affordable Housing Committee** – Kellie Stoll was on the Affordable Housing Committee about 10 years ago and left the committee due to time constraints, she now has the time and would like to be involved again.

Merrily moved to appoint Kellie Stoll to the Affordable Housing Committee for a 3-year term ending in January 2024. Second by Mike L and approved with 5 yes votes.

- **Affordable Housing Committee** – Mary Beth Bowman is interested in working toward making affordable housing available in town.

Maggie moved to appoint Mary Beth Bowman to the Affordable Housing Committee for a 3-year term ending in January 2024. Second by Merrily and approved with 5 yes votes.

Commission Reappointments

Joy noted Daren Johnson has decided he would like to be reappointed to the Town Forest Committee. Phil moved to reappoint Daren Johnson to the Town Forest Committee for a 3-year term ending in January 2024, second by Merrily and approved with 5 yes votes.

The Board received correspondence from the Fire Department recommending reappointment of Alton Barber as Chief. Phil addressed the issue of when Al does step down the need to have someone ready to step into the responsibilities of the position. Al said at that time it will likely be a full time position. The Board thanked Al for all his years of hard work.

Merrily moved to approve Alton Barber for a one-year term to be the Hinesburg Fire Chief. Second by Jeff and approved with 5 yes votes.

Consider Approving the Humane Society of Chittenden County Animal Contract

Maggie moved to approve the contract with the Human Society of Chittenden County. Second by Mike and approved with 5 yes votes.

Discussion of March 1 Informational Town Meeting

Phil said the idea is to have this be as much like a usual Town Meeting without the voting as we can. We do have a moderator to run the meeting.

Joy said the VLCT has said this is considered a Select Board meeting and there will need to be an agenda that is posted.

There was discussion on the need of a password to the zoom link to avoid possible disruption of the meeting. The Board was in agreement that they did not feel a password was necessary, they want to make it easy for all who want to be able to attend.

The Board discussed who would be at Town Hall for the meeting and who would meet from home utilizing Zoom. Since screen sharing can sometimes be difficult, they discussed having Media Factory televising a screen shot of documents being discussed.

Review Minutes from February 2, 2021, February 4, 2021, February 8, 2021, and February 9, 2021

Phil moved to approve the minutes from February 2, 2021 as amended, second by Merrily and approved with 5 yes votes.

Phil moved to approve the minutes of February 4, 2021, February 8, 2021, and February 9, 2021 as amended. Second by Merrily and approved with 5 yes votes and Jeff abstaining from the February 4th vote as he was not present.

Consider Approving the Warrants

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

Mike moved to adjourn at 9:55 p.m., second by Merrily and approved with 5 yes votes.

Respectfully submitted,
Valerie Spadaccini, Clerk of the Board