



## Select Board

Town of Hinesburg  
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### Meeting Minutes – March 10, 2021

- Draft -

**Attending the Meeting:** Phil Pouech, Merrily Lovell, Mike Loner, Maggie Gordon, Dennis Place, Joy Dubin Grossman, Al Barber, Erik Bailey, Mike Anthony

Meeting called to order at 7:30 p.m. via Zoom.

#### Additions / Deletions and Public Comment

Joy said she put a draft copy of the minutes from the Town Meeting informational meeting in tonight's packet and suggested they be addressed when minutes of the last meeting are reviewed.

#### Organizational Meeting

- Election of Chairperson of the Board: Phil said he is willing to serve as chair again but only for a portion of the year. Merrily, who has served as Vice Chair has agreed to work with Phil and take over when he is ready to resign. Maggie nominated and moved the Board vote to elect Phil Pouech to serve as Chair of the Select Board for a one-year period, until the annual organizational meeting in March 2022. Second by Mike L. The Board discussed how to appropriately allow the transition in June, would another vote be needed? Maggie amended her motion to read serve as Chair until the last meeting in June. Motion voted as amended and approved with 5 yes votes.
- Election of Vice Chairperson of the Board: Phil nominated and moved the Board vote to elect Merrily Lovell to serve as Vice Chair of the Select Board till the last meeting in June 2021. Second by Mike L and approved with 5 yes votes.
- Appointments: Mike L moved that the Board vote to appoint the following individuals to the following positions for a one-year term:
  - Suzanne Kneller, Pam Durda, & Susan Johnson as Fence Viewers
  - Norman Smith as Inspector of Lumber, Shingles and Wood
  - Lanny Dennison as Weigher of Coal
  - Paul Wieczoreck as Tree Warden
  - Anthony Cambridge as Constable
  - Rachel Kring as Town Service Officer
  - Ed Waite as Fire Warden & Animal Control Officer
  - Joy Dubin Grossman as Road Commissioner
  - Mitch Cypes as E-9-1-1 Coordinator

Al Barber addressed the need to appoint an Emergency Manager. Phil moved to appoint Al Barber to continue as the Town's Emergency Manager Coordinator for the year. Second by Mike L and approved with 5 yes votes.

- Consider designation of newspaper of record. Merrily moved to designate *The Citizen* as the newspaper of record in which required warnings and / or notices are published. Second by Mike L and approved with 5 yes votes. The Town will also utilize *The Record*, the town website, and Front Porch Forum for dissemination of information and official notices.
- Consider Bonding for Public Officials. Maggie moved to recognize Employment Theft and Faithful Performance coverage of \$500,000 per occurrence, as provided via the Vermont League of Cities and Town's Property and Casualty Intermunicipal Fund, as the bonding instrument required by 24 V.S.A. § 832(b).

### **Town Administrator Report**

- Joy was contacted by Vermont Public Radio who is talking with towns about how they felt Town Meeting went as a virtual platform. They plan to gather the information obtained and put it together for a show.
- Joy wanted to publicly thank Missy, Heather and the election crew for a smooth well run election.
- Thanks to all who participated in the Informational Town Meeting in a respectful manner.
- Progress is continuing on an updated Personnel Policy Handbook.
- Hiring process for the Town's first Town Manger continues to move forward.
- Joy received an email from the person working on the content for new town website and will have a meeting with them next week.

Phil said he also felt the Informational Meeting went well and wanted to also acknowledge the work Joy and Dawn put into setting this up.

### **Select Board Forum / Correspondence Received**

Phil said that Joy looked into the transition to Town Manager and found out that effective with the positive vote the Town is running under a Town Manager format and so, therefore, we need to have an interim Town Manager. Phil moved to change Joy's position as of today from interim Town Administrator to interim Town Manager till such time as we hire a permanent Town Manager. Second by Maggie. Joy suggested speaking with Brian Monahan, Town Attorney, to get a clear understanding on how staff will be affected. Mike L agrees it is a good idea to be sure we are not missing anything that would now be Joy's responsibility. Mike said one question to be addressed is if the Town needs to enter into a contract with Joy. Motion voted and approved with 5 yes votes.

Phil said he received two emails concerning flying the Black Lives Matter Flag. One stating the individual feels the Town should not do this for political reasons. The second one said something of a similar nature. One item brought up was asking if the Town has a policy on requests for flying flags. Mike L said it seems the procedure has been set that if a group wants a particular flag flown, they can ask the Board and it will be warned for discussion at a meeting. Joy said she received a phone call

today regarding the BLM flag, Joy explained there was a resolution signed on January 20. The individual asked Joy when the next Board meeting was. Joy said there may be comments at the next Board meeting on the issue.

### **Consider Approving the VMBB Certificate of Project Completion**

Phil moved that the Select Board identifies the Highway Garage has been completed so as to permit efficient use in operations of the Town of Hinesburg / Highway Department and setting forth any project costs remaining to be paid from the Project Fund established with the trustee / dispersing agent. Second by Merrily and approved with 5 yes votes.

### **Consider Approving an Amended Water & Wastewater Application for Frost Beer Works**

Erik said the previous planned expansion of Frost Brewery at the Cheese Factory is no longer going forward. They are looking to expand some at the current location. The previously approved allocations are no longer valid.

Maggie moved to approve an increase in water allocation to 3500 gpd and wastewater allocation increase to 2500 gpd for Frost Investment Group LLC, Garin Frost. Second by Mike L and approved with 5 yes votes.

### **Consider Approving the Certificate of Compliance for Towns Roads and Bridge Standards**

Phil moved to approve the Certificate of Compliance for Town Roads and Bridge Standards and Network Inventory. Second by Merrily and approved with 5 yes votes.

### **Consider Approving the Purchase of a new Snow Plow**

Mike Anthony said the 2013 snowplow does not plow well on the hill roads and he would like to replace it. The cost of the new plow is \$7100 from Viking, they will try to sell the old plow for us. Mike A said there are funds left from the purchase of the hay mulcher, sale of the plow and sale of scrap metal which can offset a portion of the cost of the plow. Phil moved to approve purchase of a new plow for \$7100. Second by Merrily and approved with 5 yes votes.

### **Consider Approving Liquor Licenses**

Phil moved to convene as the Local Board of Liquor Control, second by Merrily and approved with 5 yes votes.

It was noted to reach out to Foam Brewing as they are now selling from the Hinesburg location and with Papa Nick's to ask if they are selling for outdoor consumption.

Phil moved to approve the liquor licenses as documented in the packet for this meeting. Second by Merrily and approved with 5 yes votes.

Phil moved to adjourn as the Local Board of Liquor Control, second by Merrily and approved with 5 yes votes.

### **Review Minutes from February 17, 2021 and Town Meeting**

The Board will act on the Town Meeting minutes at the next meeting.

Phil moved to approve the minutes from February 17, 2021 as amended, second by Merrily and approved with 4 yes votes. Dennis abstained.

### **Consider Approving 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.

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

Phil moved to go into executive session including Joy for personnel issues and potential hire. Second by Merrily and approved with 5 yes votes.

Mike motioned to leave executive session. Second by Merrily. Approved with 5 yes votes

Phil motioned that the board chair move forward with guidance from the town attorney towards developing and finalizing a two-year contract with Todd Odit as the town's first municipal manager. Second by Maggie. Approved with 5 yes votes.

Mike motioned to adjourn. Second by Merrily. Approved with 5 yes votes.

Respectfully Submitted,  
Val Spadaccini, Clerk of the Board